**Collection Policy**

Squirrels Nursery LTD aim to keep high standards of safety for all children, staff, volunteers, and visitors. We follow strict guidelines and security procedures.

Senior staff will be assigned to carry out the duty of opening the main door to parents/carers and visitors. Staff will not release children to unknown adults, without prior notice or written confirmation. Parent/carers must ensure they have informed a senior member of staff if there is going to be a change in the person collecting the child. A senior member of staff will remind the parent/carer their password that they set up when registering the child with the setting. This must be passed on to the unknown adult. This is to ensure collection of the child is secure. The unknown person must also bring a form of photographic identification and sign the collection declaration on the register.

If the person collecting the child is known to the child, but not the staff, and we have not been informed of a change of person then we will not allow the child to leave our care until we have contacted the main parent/carer and obtained their permission to allow the child to leave. This may involve the parent/carer answering a security question to which the person collecting the child will know the answer to. If NO contact can be made with the parent/carer, then the child will NOT be allowed to leave until permission is obtained.

Squirrels need to be informed in writing if the parent/carer wish to stop a regular carer collecting their child. If we do NOT have it in writing, then we WILL still allow the child to leave. If the situation changes again then the setting needs written confirmation.

If both parents have parental responsibility for the child, then we cannot stop either parent from collecting the child without written proof by means of a court order etc. in the event of relationship breakdown.

**Created 24/06/2023 Signed: D. Caliskan Job title: Director**

**Reviewed: 16/03/2023 Z GREEN To be reviewed annually**