



# Heronswood Pre-School & Wraparound

## Collection of Children Policy

Each child is registered by their main carer. When completing the registration form, the parent/carer is asked to provide details of any authorised person who may collect their child. They are able to nominate as many people as they wish and anyone arriving to collect a child will be identified with the use of this information.

Only those persons that are detailed on the child's form/s will be allowed to collect the child.

A minor may collect a child but they must be **14 or over**, and be identified on the collection form as a nominated person.

Children over **9 years of age** may make their own way to and from the setting. The parent/carer must give permission in writing. They should specify whether or not this should be a standing arrangement and they must specify the time that the child should arrive and leave. The parent or carer must telephone immediately if there is any change to the arrangements, and if a child does not arrive at the specified time, they should be treated as a missing child.

### Registration and collection in Pre-School

- Three registers will be kept. One for morning sessions, one for lunch and one for afternoon sessions.
- The child is also encouraged to complete self-registration, where each child has an apple with their name and photo on. They put this on a 'tree' when they arrive.
- Those present at the start of the session will be ticked in the register by the supervisor.
- Late arrivals will be recorded in the register by entering the time of arrival, and the total numbers altered.
- If a child leaves early, the time will be recorded on the right hand side of the register, and the total numbers altered.
- At the end of the session, children will be released, by the supervisor to a person detailed on their collection form/s.

### Registration and collection in Wrap Around and Holiday Club

#### **Breakfast Club**

- A tick will be marked on the register next to the child's name when they arrive.
- Children will be delivered to the class teacher at 8.35, and the initials of the person/s delivering the child to school is added.

#### **After School Club**

- Children will be collected from classes at 15.15. Years 5 and 6 are allowed to make their own way to afterschool.
- If any child is attending an after school club before coming to us, the club teacher is responsible for making sure they arrive safely after the club has finished.
- A register will be taken as soon as the children arrive and a tick will be marked against the name of those present.
- Children will be released to a person detailed on their collection form and that person will sign the register against the child's name when they collect them.

#### **Holiday Club**

- A tick will be marked on the register next to the child's name when they arrive.
- Children will only be released to a person detailed on their collection form/s and that person will sign the register against the child's name when they collect them.

We recognise that security in these matters is of the highest priority. All personnel will receive training. This training will also form part of the induction process for new personnel.

**Policy written – February 2017**

**By Pat Croom – Pre-School Manager**

**Ratified by Governors – May 2017**

**Policy to be reviewed – February 201**