**4.4 Dropping off and collections**

# **Policy statement**

Woolston Preschool has procedures in place to ensure that the children are safely dropped off at the beginning of the session and that they are collected safely at the end of the session by an authorised person. We have a separate policy in place for dealing with an uncollected child – **Uncollected child policy**.

## **Procedures**

* The pre-school has lockable doors. The enclosed outside play area also has a lockable gate. During the session the main door and the gate in the enclosed play area are locked. The door from the pre-school to the enclosed play area will be open to allow free flow play. This area will always be supervised by the appropriate number of members of staff.
* At the beginning of each play session the outside gate is unlocked to enable the children to be dropped off.
* A member of staff is positioned at the door and the gate.
* The staff are positioned here to ensure that no unauthorised person is able to enter the pre-school and that no child is able to exit once in the pre-school.
* The member of staff on the door is responsible for doing the register as the children enter the building.
* Once all the children are in the pre-school and all the parents have left the door and gate are locked.
* School gates are locked at 8.50 to ensure that the school site is safe.
* If a child is being dropped off after 8.50 they will be asked to be dropped off at the main door. The door will be unlocked and locked again once the parent/carer has dropped off. If the door remains open while drop off is taking place a member of staff will be positioned at the door.
* As the children enter the building a member of staff will complete a register. The number of children, adults and visitors in the session will then be displayed on the board. Head counts will be carried out regularly throughout the session.
* School sites have installed CCTV cameras at the entrances and exits of preschools, (this is the main door and the gate) These are monitored by the head teacher of school. These have been put in place for everyone’s safety when on site.
* When registering a child into the setting we require parents/carers to provide the following information as this is to ensure that children can be collected by authorised people.The information we ask for is as follows:
* Home address and telephone number for both parents/ carers unless this is not appropriate.
* Work telephone numbers for both parents/carers (if applicable).
* Mobile telephone number for both parents and carers (if applicable).
* Names and telephone numbers 2 other adults who are authorised by the parents/carer to collect their child from the setting, for example a childminder or grandparent. The preschool are also then able to contact these numbers in an emergency if they are unable to contact the parents/carer.
* Who has parental responsibility for the child.
* Any other important Information around collecting children from the setting including if there is any person who does not have legal access to the child and therefore unable to collect because there is a court order in place or restraining order.
* If the parents/carers inform us that they will be unreachable during the session they will let us know who to contact in their place. For example they are going on a holiday or a business trip.
* On occasions when parents/carer or the person normally authorised to collect the child are not able to collect the child, they provide us with the name of the person who will be collecting their child. We agree with the parents on how to verify the identity of the person who is to collect their child and use a password system or we ask for a picture to be sent to the preschool work phone via whats app so we are aware of who will be collecting.
* Parents are informed that if they are not able to collect their child as planned, they must inform us as soon as possible before the end of the session so that we can begin to take back-up measures. We provide parents with our contact telephone number.
* Landline is: 02380685202 and mobile phone is: - 07483391591
* At the end of a session parents are asked to wait outside the main door and wait for their child. The door will then be unlocked and a member of staff will be positioned at the door. The children will collect their belongings they have to take home and will then sit on the carpet and wait for their name to be called.
* The member of staff at the door will call out the name of the child once they are able to see that their authorised adult has come to collect them. The child will leave via the door and the member of staff at the door will ensure that the child goes straight to the authorised adult.
* If a child is not collected at the end of the session/day, we follow the procedure as set out in our **uncollected child policy**.

**This policy was adopted at a meeting of Woolston Pre-Schools held in June 2015**

Reviewed November 2023

**Role on committee: Nominated person**

Signed by

Date

Name of Signatory:

**Woolston Preschool manager**

Name Gemma Woodward

Date

Signature