



Lock Early Learning Centre

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LOCK EARLY LEARNING CENTRE:

Policy: Child Safe Environment (Child Protection)

Delivery and collection of Children.

Purpose:

The Governing Council and Staff Team acknowledges that for The Lock Early Learning Centre to function effectively, children attending the Centre must be delivered and collected within the official opening hours of 8.30 am and 3.10 pm. They must also be collected by people authorised by the parent/guardian to do so.

Aims:

- To ensure the safety of children and staff at all times.
- To provide for the efficient operation of the Centre.
- To ensure staff working conditions are maintained.
- To maintain the Centre's legal responsibilities.

Procedure:

DELIVERY OF CHILDREN:

- A child must be 'signed in' by the parent/caregiver on arrival at The Lock Early Learning Centre.

COLLECTION OF CHILDREN:

- A child must be 'signed out' by the parent/caregiver on collection at The Lock Early Learning Centre.
- A child will be 'handed over' by staff to parent/caregiver and authorised persons only.
- A child will not be 'handed over' by staff to anyone suspected of being under the influence of alcohol or drugs.

Authorised Persons:

- An authorised person is anyone given permission on the space provided on the enrolment form by the enrolling parent.
- It is the parent's responsibility to keep the Centre informed of any changes to the authorised people.
- If someone not stated on the enrolment form is collecting the child, it is the parent's responsibility to inform staff of the person's name. If staff have not previously met that person, photo identification may be checked.
- When someone who does not usually pick up a child is collecting a child, the child's parent should write down the date/name of the person collecting their child from the Centre in The Lock Early Learning Centre Collection Book located on the sign in desk.

- If someone unknown to staff attempts to pick up a child, the parent will be notified and permission sought before 'handing over' the child.
- Children will not be 'handed over' until a person's identity is established and permission is given from the parent/caregiver.

Late Collection of Children:

- Parents/caregivers must contact the Centre if they are going to be running more than 10 minutes late. Children can become distressed when parents are running late and it is important to their wellbeing to know that parents have contacted the staff.
- If you believe that you may be more than 10 minutes late, wherever possible, arrange for someone alternative to collect your child. Staff's work does not finish at 3.10 pm when the children leave; we have so much to do: meetings, preparation of learning programmes, learning documentation, assessing and reporting, etc. It is difficult to achieve this if there are children remaining on the premises that need to be supervised.

Court Orders:

- Any parent going on Court Order or injunction against the access of their spouse, ex-spouse or other adult to their child, must inform the Centre immediately and provide a copy of that Court Order.
- Staff will not 'hand over' a child to a parent or adult who has legally been denied access.
- Staff will attempt to dissuade the non-custodial parent from taking the child while another staff member phones the Lock Area School and/or calls the Police.
- Upon arrival, the Police will be responsible for the offending adult while staff reassure the child and contact the custodial parent.
- PLEASE NOTE THAT A PARENT WILL NOT BE DENIED ACCESS TO THEIR CHILD IF THE Centre does not have a copy of the custody order.

Endorsed by Staff & Governing Council

6th September, 2016

Review Date:

2019