

## 4. Child Handover and Collection

To aid with continuity for the children it is the parents' responsibility to arrive on time for child drop off or pick up. Late arrivals and early departures are acceptable but to be avoided if possible.

St Peter's Pre-School will ensure the facilities are ready to receive the children prior to their arrival and ensure the children are ready to go home at their official departure time.

- Children should not be allowed off the premises without prior permission from their parent or primary carer. This means that the parent has informed us that another carer can collect the child. A password must be used by any person collecting a child who is not the child's parent or carer.
- In the case of marital or custody disputes, unless there is a Court Order of which we have knowledge, we do not have the right to prevent a child leaving with either parent.
- Should a parent/carer come to collect the child and we suspect that they may be under the influence of drugs or alcohol, we will try to detain the person and contact another carer (e.g. the other parent or emergency contact) to ask them to come and escort the adult and child home. Also contact the Social Services Duty Desk for advice and support.

### **Late Collection**

It is the responsibility of all parents to arrive in good time to collect their child. A nominal charge is levied for repeated late collection. If a parent/carer/representative has not arrived after 5 minutes they are deemed late and the following procedure takes place.

- Attempts will be made to contact the parent on all the given telephone numbers. If this produces no result the emergency numbers will be used to contact a responsible adult.
  - Social Services will be informed if the parent has not arrived within 30 minutes of the end of the session.
  - The child must be reassured, and two members of staff will stay on the premises with the child until a Social Worker arrives.
  - In the unlikely event of a Social Worker not being able to attend immediately their instructions will be followed.
  - A written statement will be completed by the members of staff involved at the earliest opportunity.
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- Keep the telephone number of the local Police to hand, or in the register, together with the following telephone number of the Social Services Duty Desk:  
**Children and Families Social Care Services**

**Tel: 01635 503090**  
**Referral Team Tel: 0118 908 8002**  
**West Berkshire Local Safeguarding Children Board (LSCB)**  
**Tel: 01635 519982**

This policy was adopted at a meeting of the Pre-school held on..... (Date)

Signed on behalf of the Pre-school: ..... (Chairperson)