



## Hopton school house Playgroup and OOSC policies

### 1.12 Collection of a child

## Policy Statement

At Hopton school house the safety and welfare of all children is our highest priority. We recognise our responsibility to ensure that children are only released into the care of authorised individuals and that appropriate procedures are followed when collecting children from the setting.

This policy aims to protect children from harm, prevent unauthorised collection, and ensure staff understand their responsibilities regarding the safe handover of children.

## Aims

The aims of this policy are to:

- Ensure children are collected safely by authorised adults.
- Maintain accurate records of collection arrangements.
- Safeguard children from unauthorised collection.
- Provide clear procedures for late collection and emergencies.
- Support staff in making safe decisions regarding collection arrangements.

## Legal Framework

This policy is based on the following legislation and guidance:

- Childcare Act 2006
- Children Act 1989
- Children Act 2004
- Statutory Framework for the Early Years Foundation Stage (EYFS)
- Working Together to Safeguard Children
- Human Rights Act 1998
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Equality Act 2010
- Gloucestershire Safeguarding Children Partnership Procedures

The EYFS requires providers to ensure children's safety at all times and maintain records of persons with parental responsibility and emergency contacts.



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# Responsibilities

## Manager and Designated Safeguarding Lead (DSL)

The Manager/DSL will:

- Ensure collection procedures are implemented consistently.
- Maintain accurate records of authorised collectors.
- Support staff in responding to safeguarding concerns.
- Review procedures regularly.

## Staff

Staff will:

- Follow collection procedures at all times.
- Verify the identity of unfamiliar authorised collectors.
- Record any concerns or incidents.
- Report safeguarding concerns immediately to the DSL.

## Parents and Carers

Parents and carers are responsible for:

- Providing up-to-date contact information.
- Informing the setting of authorised collectors.
- Updating the setting regarding any changes to collection arrangements.
- Arriving promptly to collect their child.

# Authorised Collectors

Children will only be released to:

- Parents/carers with parental responsibility.
- Individuals named on the child's registration form.
- Other adults authorised by the parent/carer.

Parents must provide:

- The full name of the authorised person.



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- Their relationship to the child.
- Contact details where appropriate
- Provide them with their child's individual password as stated on their child's registration form.

The setting reserves the right to request photographic identification from any authorised collector who is not known to staff.

## Changes to Collection Arrangements

If collection arrangements change:

- Parents should notify the setting as soon as possible.
- Notification should preferably be made in writing, via email, or by telephone directly to a senior member of staff.
- Staff may contact the parent using known contact details to verify the arrangement.

Children will not be released to an unknown adult without appropriate verification.

## Password System

Where an unfamiliar person is collecting a child, a password system will be used.

The parent/carer will:

- Agree a password with the setting(as chosen on their child's registration form)
- Share the password only with the authorised collector.

If the correct password cannot be provided and staff are unable to verify collection arrangements, the child **will not** be released.

## Collection by Persons Under 16

The setting strongly discourages collection by individuals under the age of 16.

Any exceptional arrangements must:

- Be discussed with the Manager in advance and agreed upon.
- Be subject to a risk assessment.
- Consider the child's age, needs, and safety.



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The setting reserves the right to refuse collection arrangements that may place a child at risk.

## **Court Orders and Parental Responsibility**

The setting will respect the legal rights of parents and carers.

Where court orders, child arrangement orders, prohibited steps orders, or other legal restrictions are in place:

- Parents must provide a copy of the relevant documentation.
- Staff will follow the legal requirements specified.

Without legal documentation, the setting cannot restrict a parent with parental responsibility from collecting their child.

## **Intoxicated or Unfit Collectors**

If a person arrives to collect a child and staff believe they are:

- Under the influence of alcohol;
- Under the influence of drugs; or
- Otherwise, unable to care safely for the child;

staff will:

1. Consult immediately with the Manager or DSL.
2. Attempt to contact another authorised collector.
3. Explain concerns professionally and sensitively.
4. Consider safeguarding procedures if necessary.
5. Call the police immediately if immediate danger

The child's safety will remain the priority at all times.

Where immediate risk is identified, Children's Social Care and/or the Police may be contacted.

## **Late Collection**

Parents must collect children promptly at the agreed time.



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If a child is not collected:

### **Within 15 Minutes**

- Staff will attempt to contact parents/carers.
- Alternative authorised contacts may be contacted.

### **Continued Failure to Collect**

If no contact can be made and staff have concerns regarding the child's welfare, advice may be sought from:

- Gloucestershire Children's Social Care
- The Police where appropriate

The child will remain supervised by staff until suitable arrangements are made.

Persistent late collection may result in additional charges in accordance with the setting's fee policy.

## **Non-Collection of a Child**

If a child remains uncollected and all reasonable efforts to contact parents and emergency contacts have failed:

- The Manager/DSL will follow Gloucestershire safeguarding procedures.
- Children's Social Care may be contacted for advice and support.
- A detailed record of all actions taken will be maintained.

## **Safeguarding Concerns**

Collection arrangements may give rise to safeguarding concerns, including:

- Domestic abuse.
- Family disputes.
- Child protection concerns.
- Abduction risks.
- Neglect.

Any concerns will be managed in accordance with the setting's Safeguarding and Child Protection Policy and Gloucestershire safeguarding procedures.



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# Record Keeping

The setting will maintain records of:

- Authorised collectors.
- Emergency contacts.
- Collection incidents.
- Late collections.
- Safeguarding concerns relating to collection.

Records will be stored securely in accordance with data protection legislation.

# Equality and Inclusion

This policy will be applied fairly and consistently.

The setting will make reasonable adjustments where necessary to meet the needs of:

- Children with SEND.
- Disabled parents and carers.
- Families with additional communication needs.

In accordance with the Equality Act 2010.

# Local Authority and Safeguarding Contacts

## Gloucestershire Children's Social Care

Telephone: 01452 426565

## Gloucestershire Safeguarding Children Partnership

Website: [www.gloucestershirescp.org.uk](http://www.gloucestershirescp.org.uk)

## Police (Emergency)

999

## Police (Non-Emergency)

101