



# Dropping off and collecting children Policy 2022

*This policy must be read in conjunction with:*

- 1. Lateness policy*
- 2. Uncollected child policy*

## **1. Dropping Off Children: Signing In**

- In order that Playgroup has an accurate record of all children attending each session, it is important that all parents or carers sign their child in every morning. This can be done as parents or carers arrive or leave in the morning, by adding their initials next to their child's name on the sign-in sheet to be found inside Playgroup near the door.
- In signing, the parent or carer is handing over responsibility for the child to the Playgroup.
- In the unlikely case of a fire alarm during the drop off period in the morning, Playgroup staff will use this sign-in sheet (as well as their own knowledge and awareness of which children have arrived) as the register of which children are present.

## **2. Collecting Children: Authorised People**

- All parents and carers must provide the Playgroup with the names and photographs of up to three people who are authorised to collect their child on any day without the need for prior notice.
- Examples of people to put on this list could include the child's mother, father, carer, nanny, child-minder, grandmother, grandfather, auntie, friend etc.
- If one of these people comes to collect a child and the member of Playgroup staff does not recognise them, they will always check against the photographs provided.
- It is also possible to provide details of another person collecting a child on any given day by using the sign-in sheet provided at the start of the session. Parents and carers dropping a child off should provide the name of the child in question, the person collecting the child on that day, and add their initials.
- NOTE: If there will be a different person than usual collecting a child and this is known in advance, please write a short signed note to the Playgroup Leader giving details of names and dates.
- Those people whose photographs are held by Playgroup for a specific child, or whose names are given on the sign-in sheet on a given day for a specific child, or whose details are provided in advance in a signed note to the Playgroup, are considered to be authorised to collect that child.

## **3. Collecting Children: Non-Authorised People**

- Please note that OFSTED guidance does not allow children to be collected from playgroup by anyone under the age of 16.

- If a parent or carer contacts the Playgroup by phone to advise of a person coming to collect a child who is not one of the authorised people, the Playgroup staff will provide a password which the person collecting the child must give when they arrive.
- If a person arrives to collect a child and is not an authorised person – that is, Playgroup does not have their photograph or authorisation, or they do not have the password, or advance notice has not been given in writing through a written note or by signing the book – then the child will not be allowed to leave Playgroup.
- The two points above apply regardless of who drops the child off in the morning. For example, if a grandparent drops off a child but is not an authorised person and wishes to pick up the child later the same day, the parent or carer still needs to inform the Playgroup of this. This can be done in advance by writing a note or signing the signing in sheet, or on the day by phoning Playgroup to obtain a password.

Policy first adopted: 2014  
Amended: September 2019  
Reviewed: April 2022  
Date of next review: April 2023

Manager: Elsa Smirthwaite  
Chair: Janet Gilbert