



## Collection of Children

The nursery operates a buzzer entry system. Only staff members are permitted to answer the buzzer. Only parents will be permitted entry to the building without being chaperoned by a member of staff. Any visitors will be asked to remain outside until the nursery manager or member of staff is available. We ask that parents clearly state who is present with them when seeking entry, this is to ensure high levels of security are maintained at all times.

Visitors will be asked to sign in and out of the visitor's book.

When dropping off children at the nursery parents are required to complete the fire register stating what time the child came in at as well as who is planned to pick the child up, (this is also for child protection reasons). Should someone other than the person named on the fire register come to collect the child **parents will be contacted before the child is allowed to leave with that person.**

Staff will expect someone who is named on the child information sheet to collect the child unless prior arrangements have been made. If this is the case staff must be notified before hand and a password agreed by the parent and nursery staff as well as having formal identification.

The nursery operates from 8am - 6pm Monday to Friday. Parents are not permitted to enter the building before 8am for insurance purposes.

If by 6pm a child has not been collected then staff will:

Firstly try and contact the parents on all available numbers

If no response call first emergency contact

If no response contact the 2<sup>nd</sup> emergency contact

By 7pm if we still have no further information or cannot contact anyone of the information sheet we are obliged to contact social services:

Social work standby services: 0800 811 505

Reviewed March 2012