



## **Collection procedure**

On completion of your induction pack we will ask you to name and introduce those who you expect to regularly collect your children. We will request their full contact details. When dropping your child off please ensure you introduce who you are and the name of the child you are bringing/collecting via the door intercom. You will then be required to sign your children in, stating who has dropped off, who will be collecting and an emergency contact number for that day.

If someone who has not been previously introduced to us by you is going to collect your child we do need you to give us prior warning. We will now ask for a unique password to be stated on each new occasion (ie. It is not sufficient for you to have a standard password that can be used by anybody without prior instruction) and for you to confirm this in writing. If the password is not given by the person collecting we will need to telephone a parent to obtain permission to send your child home. Should we have any doubt or concerns over an individual collecting your children we will contact a parent or named person.

Once you are on the premises the child becomes your responsibility. Please note that you and your child must now be accompanied to the front door by a member of staff. Even if they appear busy please wait as we need to ensure the front door is securely shut and chained behind you.