



Safeguarding children

1.9.4 Collection of children by authorised adults: policy and procedures

Policy

This policy helps ensure that children remain safe at pick-up time. It sets out parents' obligations and the procedures our staff must follow before a child can be released from nursery.

Who are authorised adults?

- An authorised adult is a person who parents nominate to pick up their child.
- They must be over 16 and ideally they will be named on the Registration Form as an emergency contact. (The Registration Forms are kept in the Registration Folders and are also listed on the Emergency Contacts list, in the blue folder in the classroom.)
- The authorised adult must know the child's password. (Completed password forms are kept in the password folder, in the classroom).
- We should know authorised adults by sight. If this is not possible (a one-off collection, for example) parents should provide us with a physical description of the person and their relationship to the child before the authorised adult comes to pick up. These details are recorded in the message book, in the classroom.

Our collection procedures

- When a child is to be picked up by an authorised adult, parents must let us know who is picking up as early as possible, and certainly before the beginning of the session. Parents should tell their key person or a senior member of the classroom team.
- In all cases, whether the authorised adult is new to us or not, we will ask for the child's password.
- In addition to the password, we must recognize the authorised adult. If the authorised adult is new to us we will refer to their physical description as provided by the parents and recorded in the message book.
- If there is any cause for concern the parents of the child will be contacted before the child is released.
- Staff will always use their discretion when handing over a child. We will not release a child into the care of someone who appears to be irresponsible or incapable of supervising a child. In these circumstances parents will be informed. If parents cannot be contacted our Safeguarding Children Procedures will be applied, which could mean that we contact Lewes' Children's Social Care, Duty & Assessment Team.
- All the rules that apply to the collection of a child by a parent also apply to the collection of a child by an authorised adult. This is so that we know who is in the building and that the front door is



always kept shut. Please read this policy in conjunction with the 'Drop off and collection of children by parents' policy.

This policy was updated and reviewed in:

Reviewed date	Name	Signature
September 2015	Stuart Watt	
May 2016	Stuart Watt	
August 2016	Stuart Watt	
September 2016	Stuart Watt	
April 2017	Stuart Watt	
April 2018	Lindy Baldwin	
August 2018	Lindy Baldwin	
April 2019	Lindy Baldwin	
May 2019	Stuart Watt	
January 2020	Stuart Watt	
January 2021	Stuart Watt	
January 2022	Stuart Watt	
March 2023	Stuart Watt	