



Arrival of Children, Collection of Children and Lost Children Policy

UNCRC Article 35 – Abduction, Article 33 -Drug abuse.

It is, however, essential that children are not left in the care of Nursery before 9. AM, 8.30 AM if attending Breakfast Club, and are collected promptly after each session.

Collection of Children

All parents must complete a registration form before their child starts at nursery giving two emergency contact telephone numbers which must be kept up to date.

Parents must also state who is to collect the child after each session and inform us if there is to be any change in advance.

Substance misuse: any parent/carer arriving at nursery who is under the influence of alcohol, drugs or any other substance will not be allowed to collect their child. Staff will contact a person named on their child's registration who is authorised to collect the child. The person will be asked to come and collect both the child and the parent/carer. If nursery is unable to contact such a person, or they are unable to come to collect the parent/carer and child, contact will be made with Children's Services.

Updating information on the registration form: **it is essential that important information on the registration form be kept up to date.**

Parents must inform the organisation in writing immediately of any important changes to:

- Domestic arrangements which could affect collection of the child e.g. a court order in respect of the residence of the child or who the child is able to have contact with.
- Parental responsibility agreement.
- Home/ work telephone numbers.

It is essential that children be collected promptly after each session. In the unlikely event that a parent is more than half an hour late all-contact telephone numbers will be tried. If nursery is closed the nursery supervisor will contact the Children's Services duty help line to arrange for the children to be minded while awaiting the parent's arrival.

Lost Children procedure

If a child goes missing whilst in our care the premises and surrounding area will be thoroughly searched immediately. If the child can not be found at this point, then telephone calls will be made, first to the parents to see if the child has gone home and thereafter to the police if necessary.

This policy was adopted at a meeting of the nursery Committee held on

Signed on behalf of the Nursery committee by