

Drop-off & Collection Policy

'Parent' also refers to carers/guardians

Statement of Intent

The safety and welfare of children attending _____ is of paramount importance. At _____, we have established procedures for the drop off/ collection of children, to ensure a smooth transition and effective time keeping within our service. All procedures follow legislative requirements as per the Child Care (Pre-school Services) Regulations 2006.

Procedures

Dropping off a child

- The front door must be kept locked at all times to ensure the safety of all children and staff.
- Only staff are permitted to open the door to parents and visitors to the service.
- Children must be taken into the service and 'signed in' on arrival in the designated sign in /out book located in the _____.
- Children must not be left in the foyer at any time or left outside the service prior to the opening hours of the service.
- On arrival parents should inform their child's key-worker of any information that is relevant to their child's care for that day/session.
- Parents and children are encouraged to say goodbye to each other before they leave.

Collecting a child

- A parent collecting a child from the service must sign the child out in the designated sign in/out book located in the _____.
- On returning to collect a child, parents are encouraged to meet with the key-worker to be updated on the child's day and receive the child's communication / diary.
- A person collecting a child must be aged 16 years or over.
- A person collecting a child must be named on the child's enrolment form as an authorised person. If a person collecting a child is not named on the child's enrolment form as an authorised person, written or verbal permission from the parent must be provided to a staff member, before collection. On the first occasion, the person collecting the child must supply identification, for example, driver's license.
- The service will not release a child to anyone who is not authorised without prior consent from the parent.

Late collection of children

- Where a parent knows they will be late collecting their child after the agreed time, they are required to consult with the service to make alternative arrangements.
- When a parent is late and does not telephone the service, then a late fee will be charged. A fee of €X will apply per 15 minutes after collection time.
- If a child is not collected by a parent 30 minutes after the agreed time the service will attempt to contact the parents or the emergency contact persons.
- Regulations require two members of staff (or a staff member and another adult) to be in present at all times when children are on the premises.

Non-collection of children

If a child is not collected at the end of the session/day and the service is unable to contact both the parent and the emergency contacts, after 2 hours the following procedures apply;

- A child will stay at the service in the care of two fully-vetted staff members until the premises close, or staff are no longer available to care for the child
- Staff will follow procedures outlined in the Child Protection Policy. Contact Health Service Executive, Child Protection and Social Work Services on (053/051 _____)
- A full written report of the incident is recorded.

Attempted collection by a parent who has been denied access in a Court Order

- A parent who has been denied access *to a child* through a court order will not be permitted on to the services premises. *(A copy of a Court Order currently in place must be shown to the service Manager).*
- If the parent who has been denied access becomes threatening and insists on attempting to remove a child from the service, the manager will call An Garda Síochána.

Attempted collection by a parent who is adversely affected by alcohol or drugs

- The service will not release a child who is deemed to be at risk, if a parent or authorised person arrives at the service and staff are concerned that they are in an unfit state due to drugs or alcohol.
- Staff will explain to the parent or the authorised person who is unfit, why the child should not leave with them and offer to assist them by; contacting the other parent or a person from the emergency contact/s.
- If the parent refuses assistance and insists on taking the child with them and the staff believe the child will be at risk, the manager will call An Garda Síochána immediately.

Date Adopted:	
At Meeting of:	
Signed:	
Reviewed:	