



Annesley Early Learning Centre

POLICY STATEMENT on the DELIVERY AND COLLECTION OF CHILDREN

To ensure the continued safety of our students each staff member only allows children to arrive with an appropriate adult and depart with an authorised adult.

Delivery and Collection Procedure

- On arrival children will be signed in by parent or staff member
- All children will be signed out by a parent or authorised person as noted on the enrolment forms
- No child will be collected by anyone other than those authorised to on the pink enrolment form or without written permission from parent/guardian. If another adult, which is unfamiliar to staff, has been granted permission to collect the child then that adult will need to produce a form of photographic identification to staff to verify their identity e.g. a drivers licence.
- If the ELC staff and /or Director does not deem an adult fit to collect a child, they can refuse to allow the child to leave. ELC staff will then contact another authorised adult to come and collect the child.
- A child can leave the Centre in the care of ELC staff for the purposes of excursions. Full details of the event and written consent from parents would have been collected prior to the excursion.
- A child can leave the centre because they require medical attention e.g. ambulance care. Parents would have been contacted and informed of the emergency. If parents are unavailable then other emergency contacts would have been sought.
- A child will not be given into the care of a parent/carer that is subject to an Intervention Order.

The Acceptance and Refusal of Authorisations

In circumstances the Director, ELC will refuse to accept an authorisation for a child to leave the Centre when the person is,

- subject to an Intervention Order
- the person is under 18 years of age
- the person arrives at the Centre and is demonstrating signs symptomatic of excessive alcohol or drug use
- the person appears in any way unfit to care for the child.

In these circumstances another authorised person will be contacted to collect the child.