

**Procedure**  
**Prevention of Unauthorised Collection of Child**  
**E.g. Estranged Parent**

**Procedure for authorisation of collections:**

- If a child is to be collected by a person other than their parent/carer prior parental permission must be in place. Parents/Carers can provide the names of authorized persons who may collect or drop of the child anytime as long as staff have met them. When a person other than those stated as authorised is collecting, parents/carers must provide the staff with a password for the collector to use. This is requested on registration, or can be verbally given on the day. Whenever possible staff will have previously met any person who collects a child but staff are aware that this may not always be possible and a password and description will be requested instead.
- The parent should provide the name, address, contact number of the persons authorised to collect their children upon registration, and state the relationship of this person to the child.
- Authorised persons must be over 18 years of age.
- Whenever possible, parents/carers will inform staff of any changes to usual collection details.
- Only persons named and authorised by the parent may collect a child.
- The setting should be informed if one parent does not have guardianship and access to the child.
- The setting should be informed immediately of any changes to those authorised to collect their child.
- If the person authorised to collect the child is unknown to the nursery, photographic ID will be requested upon collection by staff as well as the confirmed password.
- If an unauthorised person, who does not have permission or legal parental responsibility, attempts to collect a child, the following procedure will be implemented immediately –
  - Staff will immediately inform management via the ‘walkie talkie’ communication system, that an unauthorised person has arrived.
  - Management to call police immediately if there is an immediate risk to the child e.g. restraining order in place.
  - If we feel the child may be put in danger if the person has access to them, we will immediately remove the child to a safe place, e.g. the office, or a room away from the collection door.
  - Ensure all other children are taken to a safe place if required
  - Parents to be informed as soon as reasonably possible.

**Procedure implemented:** February 2018

**Review Date:** February 2019

**Signed on behalf of setting:** Amy Claypole

**Signed by Staff -**