



# GREAT LINFORD VILLAGE PRE-SCHOOL

Memorial Hall, Marsh Drive, Great Linford, Milton Keynes

Registered Charity No. 1027557

Tel: 0774 9869688 (during session time only)

Email address: [greatlinfordvillagepreschool@hotmail.co.uk](mailto:greatlinfordvillagepreschool@hotmail.co.uk)



## Child Collection Procedure

The welfare of the child is paramount, and at Great Linford Village Pre-school we aim to ensure that the way in which children are collected from pre-school ensures their security. Staff and parents/carers work together to ensure that carrying out this procedure runs as smoothly and calmly as possible.

Dependant on the weather, children may be waiting for you to collect them in the garden area. In the wet, cold or very hot conditions, the children will be waiting in a section of the hall. The last activity of every day will be a group physical, musical or story activity.

Please follow this procedure to help keep your children safe:

- Please pick up and drop off children ***on time***, as this is less disruptive for both them and other children.
- Only authorised adults can collect your child. If you are unable to collect them an authorised adult should have a password previously agreed with staff as a form of identity.
- If someone other than the usual authorised adult is to collect your child, these details will be logged by a staff member in the child collection book, along with the agreed password.
- Please ensure that all siblings and older children entering the pre-school are with you at all times.
- The children of working staff will be asked to sit quietly in the kitchen

Procedure:

1. Parents will arrive at the front entrance.
2. Unoccupied buggies and bikes should be left outside.
3. Occupied buggies/prams should be left just inside the foyer.
4. You will now be asked to walk through the hall to the end to collect your child.
5. Once you have collected your child, collect all paperwork that is by your Childs name card, and then encourage your child to post their name card in the box provided...
6. Then proceed to collect your Childs coat from the coat racks.

Members of staff will have specific roles at this important time of day:

- The door person – is solely responsible for ‘watching’ the door and ensuring no child leaves with anyone other than the authorised collecting adult.
- The person on the garden door (or hall area dependant on weather) will call your child.
- There will be at least two members of staff with the children looking after the children and ensuring calm while they wait for you
- There will be at least one member of staff available to speak to parents/carers during this time, which will be able to answer any questions or queries you may have.

These allocated roles are to ensure the effective running of this procedure and more importantly protect the children in our care.

This policy was adopted at a meeting of Great Linford Village Pre-school name of setting

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)



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Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)



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