

York Road Nursery School and Yorkies 'Collecting Children' Procedure

It is the care and duty of York Road Nursery School and Yorkies staff to keep the children safe. Please read our 'Collecting Children' procedure below:

- If a child is to be collected regularly by anyone else other than the Parent or main Carer, then the child's teacher/Key worker must be informed. The slip below should be filled in and handed back to the School. This may include a child-minder or a regular family member.
- If a child needs to be collected by a different person, the child's Parent must call the School and give a password to the School. When the adult comes to collect the child, the password will be asked for. This password is only valid for one day.
- If an adult comes to the School premises and informs the School that they have come to collect a child without a valid password, the child will not be allowed to leave with that adult. The School will then call the child's Parents or the emergency contact for that child.

Child's name: _____

Child's Teacher/Keyworker _____

Main person collecting my child everyday: _____

On some occasions, _____ may collect my child.

Relationship to the child, eg Aunty, child-minder: _____

Signed: _____

Date: _____