



## **Sandbank Nursery School and Playcare Project**

### **ACCESS TO CHILDREN DURING A SCHOOL DAY POLICY**

On admission to Sandbank Nursery School or Playcare, parents/carers are asked to complete a data collection sheet with names and contact details of adults authorised to collect their children. Where possible, these adults should be introduced to key workers. A password should also be given to be used in exceptional circumstances.

No child should be allowed to leave Sandbank Nursery or Playcare during the session unless collected by one of the named authorised people. Where a child is collected early, the key worker and office staff must be notified and a note made in the register. Where a child has to be collected because of illness or an accident, the 'Record of Children Sent Home' must be filled in.

Any parent with parental responsibility has the right to collect their child. However, the identity of a parent should always be verified, therefore, an 'estranged' parent should not be allowed to collect a child unless nursery staff are able to verify their identity and their right to collect the child. For this purpose photo I.D. (e.g. passport or driving license) and the child's birth certificate showing the parent's name will be necessary.

*Where a parent has a serious concern for their child's wellbeing, in relation to the other parent, they should pass on to nursery any relevant legal documentation which will allow nursery staff to prevent the child from leaving nursery.*

Reviewed: March 2021

Next review date: March 2022

Passed by: \_\_\_\_\_

Date: \_\_\_\_\_