

# *Rainbow Pre-School & Extended Services*



## **Rainbow Pre-School and Extended Services**

### **Safer Collection Policy**

#### **Policy Statement**

At Rainbow, we have arrangements in place to ensure all staff are fully aware of the persons who will be collecting children at the end of each session. In all circumstances, the safety and security of the child is paramount and Rainbow Pre-school & Extended Services will fully support appropriate actions taken by staff to safeguard children in their care.

#### **Procedure**

Parents will complete a registration form detailing their emergency contact details and three other emergency contacts who they give consent to collect their child in times of absence.

Parents will provide via the registration form a password which will be shared with only their three nominated representatives. The password is noted on the child's EyLog profile for staff to refer to at collection times if needed and understand this is confidential information.

Parents will keep staff informed if these arrangements need to change at any time or if they wish to change the password they have selected.

Parents/carers are also asked to provide information about:

- any person who does not have legal access to the child or details of any special care arrangements or court orders, Rainbow will ask to be provided with copies, if necessary, which will be stored in a locked cupboard.
- names of the people who have parental responsibility for the child

Parents must advise Rainbow staff if they are not able to collect their child as planned. The name of the person collecting, and a password should be provided at this time and will be recorded appropriately.

If an unknown person arrives to collect a child the person will be asked for their name and the family password, if we have not been advised of a change of plan, we will make a courtesy call to the parent/carer to check this arrangement using the contact details on the child's registration form. The person collecting will be asked to remain outside at the entrance, when staff are happy that the safe collection procedures have been met, they will bring the child to the person collecting.

Rainbow will not hand over duty of care to an un-recognised collector until the requirements of our collection procedure have been met. If the person collecting is not authorised to do so by the parent/carer the child will be held until the parent arrives. If necessary, the police may be called if the safety of the children or staff is put at risk.

On the rare occasion that a parent has not set a password by the time their child attends and we are unable to follow the password procedure we will ask for their name and some form of identification such as a driver's license. Using the child's registration form we check that they are listed as having parental responsibility and will then ask a series of questions to confirm the parents' identity. If the parent satisfies all these processes, then we will ask them to set a

password for future use and allow the child to leave.

East Site: Rainbow asks that parents collecting children from both extended services and pre-school, remain outside the gates when collecting. A staff member will escort the children to the gate where there will be a member of staff opening and closing the gate in between each child and another member of staff updating parents with messages/ accident/ incident and medication forms.

West site: we ask that parents remain outside the main entrance for extended services and outside the cloakroom door after being allowed into the playground via the side metal gate (accessible from the path from Barnet Close) for drop off and collection times to further protect and safeguard both staff and children.

It is our policy not to allow children to leave the setting with anyone under the age of 16 years old.

This policy was adopted by Rainbow Pre-school & Extended Services

Reviewed 21.11.2025

Signed on behalf of the provider H Adams

Name of signatory Hannah Adams

Role of signatory (e.g., chair, director, or owner) Head of Teaching and Child Development