

Drop-off and Collection Policy

The safety and welfare of children attending Askea Community Childcare Centre is of paramount importance and we have established procedures for the drop-off/collection of children to ensuring a smooth transition and effective time keeping within our service.

Principle of Drop-off and Collection

This policy is underpinned by the Childcare Act 1991 [Early Years Services] Regulations 2016, Our Duty to Care 2002 and Children First National Guidelines for the Protection & Welfare of Children.

Procedures for Drop-off and Collection

Dropping off a child:

- The front door will be kept locked at all times to ensure the safety of all children and staff.
- Only staff are permitted to open the door to parents/guardians and visitors to the service.
- Children must be taken into the service and escorted to their designated room where their time of arrival will be recorded.
- Children must not be left in the foyer, hall, stairways or left outside the service prior to opening time.
- On arrival parents/guardians should share with their child's key worker/team leader any information which may be relevant to their child's care for that day/session.

Collecting a child:

- On collecting a child parents/guardians/carers are encouraged to meet with their child's key worker to be updated on the child's day and progress.
- The child's time of departure from the service will be recorded.
- A person other than parent/guardian collecting a child must be named on the child's registration form as an authorised person. The service should be informed immediately of any changes to those authorised to collect a child.
- A person collecting a child must be aged 18 years or over.
- If a person collecting a child is not named on the child's registration form as an authorised person the parent/guardian must inform a staff member **in person or by phone** before collection on each occasion. This person should then be added to the list of authorised persons by the parent/guardian
- On the first occasion, if the person collecting the child is unknown to the service staff, the person collecting the child must supply photographic identification.
- Askea Community Childcare Centre will not release a child to anyone who is not authorised without prior consent from the parent/guardian.

Late collection of children:

- Where a parent/guardian knows they will be unable to collect their child at the agreed time they are required to consult the service to make alternative arrangements for collection.
- An additional charge of €5 for every 5 minutes after collection time will apply in the event of late collection.

Non-collection of children:

If a child is not collected 15 minutes after the end of their session/day and the service is unable to contact the parents/guardians, the emergency contacts or authorised persons the following procedures will apply:

- The child will stay at the service in the care of two staff members as required by The Child Care Act 1991 [Early Years Services] Regulations 2016.
- Staff will follow the procedures outlined in the Child Protection Policy and contact Tusla,/An Garda Siochana
- A detailed written report of the incident will be recorded including the time of calls made to parents/guardians etc.

Attempted collection by a parent/guardian who has been denied access by a Court Order:

Details of any Court -ordered custody arrangements must be provided to the service on registration of the child. A copy of the Court Order currently in place must be produced to the Childcare Services Director.

- A parent/guardian who has been denied access to a child through a Court Order will not be permitted on the premises of Askea Community Childcare Centre
- If such a parent/guardian gains access and insists on attempting to collect a child from the service the Childcare Services Director will call An Garda Siochana to have that person removed from the premises.

Attempted collection by parent/guardian/carer who is deemed to pose a threat to the safety, health or welfare of the child they wish to collect:

- Staff at Askea Community Childcare Centre reserve the right not to release a child to a parent/guardian or authorised person if they are concerned that to do so would pose a risk to the safety, health or welfare of the child.
- Staff will advise the parent/guardian or authorised person that they will contact an alternative authorised person to collect the child in such circumstances.
- If the parent/guardian or authorised person refuses assistance and insists on removing the child from the service then the Designated Liaison Person will contact Tusla/An Garda Siochana.

This policy was agreed and adopted by Askea Community Childcare Centre.

Date:_____

Signed by_____ on behalf of Committee of Management.