



## Registration, Authorised Adult Pick-Up Procedures and Late Pick ups

### Policy statement

### Procedures

#### Registration

For each session, a member of staff is designated as responsible for checking the arrival and departure of children.

The arrival of all children attending Tiggers is recorded in a daily register, and children are also taught to attach their face to the tiger as part of the arrival process.

If your child is staying for lunch club, their lunch box is left on the table provided and they should be signed into the lunch club book.

On Tuesdays it is also noted in the book if they are staying for the afternoon session. The member of staff transfers this information into the register and the lunch boxes are put on the side in the kitchen.

#### Authorised Adult Pick-Up Procedures

Prior to pick up time, the children are gathered in the main hall of the Parish Rooms. Children will be allowed to leave the setting only with an authorised adult (over the age of 18) (parents are required to provide written details of authorised adults and, where someone other than an authorised adult will be picking up a child, a prior signed entry must be included in the collection book). Tiggers recognise in unforeseen circumstances that parents/carers may contact the setting via telephone, in which case the parents must give the full name and a password of the person collecting. If staff do not recognise the person picking up the child, they will ask for the password provided by the parents when registering the child at Tiggers

#### Late Pick Up

Occasionally a parent/carer or their designated person may be delayed. In such cases we ask parent/carers to contact Tiggers as soon as possible to notify the staff of the delay.

If a child is not collected, after a reasonable time (15 minutes), a staff member will try to telephone the parent/carer. If the parent/carer cannot be contacted, staff will then try to telephone an emergency contact from the child's record of information. Parents are requested to make sure that the information set out in the record of information is up-to-date and accurate.

Tiggers will contact the co chairs advising of the situation and to see if any contact has been made. Staff will continue during this time to try to make contact.

Tiggers is mindful that it is possible that the parent/carer may have been delayed due to extreme circumstances. If we are unable to contact a parent/carer, or the emergency contacts, and the child has not been collected within a reasonable time (usually 45 minutes after the end of the session time when Tiggers is due to leave the premises), the supervisor will phone MASH (see also Safeguarding Children Policy) to register the problem and to seek further advice as to what further action is required.

Tiggers will follow all instructions given by the child protection helpdesk. It is possible that the CYPS may collect the child.

At least two members of staff will wait with the child until he/she is collected.

Tiggers reserves the right to take such action as it considers necessary if parent/carers are consistently late in picking up a child. Such action may include speaking to parents or, in more extreme cases, informing the CYPS.



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### **Attempted Unauthorised Collection**

If an unauthorised collection is attempted, the procedure on the individual child's Risk Management Plan will be followed and Police may be called. If a child has a risk management plan, it will be found in their individual folder.

### **Legal Framework**

Protection of Children Act (1999)  
Safeguarding Vulnerable Groups Act (2006)  
Sexual Offences Act (2003)  
Education Act (2002)  
Childcare Act (2006)  
Children, Schools and Families Act (2010)

### **Further Guidance**

Working Together to Safeguard Children (revised HMG 2006)  
What to do if you're worried a Child is being abused (HMG 2006)  
Framework for the Assessment of Children in Need and their Families (DoH 2000)  
The Common Assessment Framework (2006)  
Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)