



Authorisation to Collection Policy and Procedure:

The well-being, safety and security of all the children in the setting is our main concern. The following procedure has been drawn up to ensure that this is maintained at all times, that an accurate record is kept of all children in the Service including absences, arrival and departure and that all children leave the premises with either their main carers or the adults who are authorised to do so.

Consent is always sought from parents to allow someone other than the parent/guardian to collect the child. Records regarding authorisation are kept for 2 years from the time the child ceases in the service.

Before any child starts Little Acorns Nursery, Montessori Preschool and Acorns Afterschool, the parent/ Guardian is required to provide the names and contact details of all people authorised to collect their child on their registration form. Only persons aged 16 years and upwards may be named on the registration form and will be permitted to collect the child.

In the instance of an unknown /unnamed adult coming to the setting to collect a child, they will be asked to wait outside while contact is made with the main carer. If this is not possible they will be requested to wait until contact can be made. On no account will a child be allowed to leave the premises with an unauthorized person.

- All persons authorised to collect school age children must be known to staff. We may request identification from authorised collectors if they have not dropped or collected from the service previously. We will not release a child to anyone who is not authorised without prior consent from the parent.
- Where a parent knows they will be late collecting their child after the agreed time, they are required to consult with the service to make alternative arrangements.
- When a parent is late and does not telephone the service, then a late fee will be charged as detailed in our fees policy.
- Two staff will remain on the premises with the child until the parent/guardian arrives to collect the child.
- If a child is not collected by a parent after the agreed time the service will attempt to contact the parents or the emergency contact



persons.

- If a child is not collected at the end of the session/day and the service is unable to contact both the parent and the emergency contacts, the following procedures apply; A child will stay at the service in the care of two fully-vetted staff members until the premises close, or staff are no longer available to care for the child .

- Staff will follow procedures through notifying Erika Deery or Chantal Doherty or Maija Linarta.

A full written report of the incident is recorded.

Authorisation for Collection:

- A parent who has been denied access to a child through a court order will not be permitted on to the services premises. (A copy of a Court Order currently in place must be shown to the Manager). If any person who has been denied access becomes threatening and insists on attempting to remove a child from the service, the manager will call An Garda Síochána.
- Acorns Afterschool Club will not release a child who is deemed to be at risk, if a parent or authorised person arrives at the service and staff are concerned that they are in an unfit state due to drugs or alcohol. Staff will explain to the parent or the authorised person who is unfit and will contact the other parent or a person from the emergency contact/s. If the parent refuses assistance and insists on taking the child with them and the staff believe the child will be at risk, the manager will call An Garda Síochána immediately.

A handwritten signature in black ink, appearing to read 'E Deery', written over a large, faint, light-colored scribble or watermark.

Signed:

Date: 20/07/2023