



Clann Aire

Authorisation to Drop off and Collect Children Policy

Policy Statement:

This policy outlines the protocols in relation to the collection of children from Clann Aire. Clann Aire shall only release children into the care of individuals who have been authorised by the parent(s)/guardian(s) to collect the child. This policy also includes the information and records required for each child, including children's attendance. This policy is available and communicated to all parents.

Principle:

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and Tusla's Quality and Regulatory Framework.

Before starting in our centre, parents/guardians need to fill out a registration form for each child. One section included in our registration form is "Person(s) authorised to collect (other than parents/guardian)". Parents/guardians can include here the person's name and contact number that they want to be able to collect their child from our centre at any time. These are the only people other than the parents that can collect. **Persons authorised to collect need to be over 18 years of age.**

Drop-Off and Collections

- When a child is being dropped off to our centre, they are greeted at the entrance door of each room by a member of staff within the child's room. That member of staff then signs that child into Child Paths as "Arrived".
- Each child will be dropped off and collected at the door leading into their child's room. There will be no need for any parent/ guardian to enter the premises.
- When a child is being collected by a person authorised to collect, they are greeted by a member of staff within their room. That member of staff then sign's that child out using Child Paths.
- If a parent wants someone that is **not authorised to collect** their child from the centre in short notice, we do take verbal permission from the parent. We make note the person's name and relationship to the child. We then prepare the child that someone different will be collecting them.
- For after-school children, parents need to fill out our school collection form to give our staff permission to collect their child from school when they are booked in.
- If a parent or guardian is late collecting their child, we ring them after 5 minutes if we haven't heard from them by that time. Two members of staff stay with the child/children until an authorised person comes to collect.
- If a child has not been collected at the time, they were due to be collected, we ring the parent or guardian after 5 minutes if we haven't heard from them by that time. A member of staff will stay with that child until an authorised person comes to collect.

Procedure to follow when a person unauthorised comes to collect a child:

- We explain to the person that they are not authorised to collect, and we will need permission from the child's parent before leaving the child go with them.
- We ring the parents and ask them have they given this person permission to collect their child. If the parent gives us permission over the phone, we can leave the child go with them.
- If we cannot get onto the parents for permission, we cannot let the child go with them.
- See our "Refusal to collections of children to Authorised persons" for our procedure when a parent/guardian/nominated person arrives in an unfit state to collect a child.

Our records on collections are kept for 12 months.

This policy was adopted by Clondrohid Community Crèche Pre-School & After School Services.

Signed by: Harriet Murray on behalf of Management (Manager)

Date: 02/09/2024

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