



## **Early Years Safe Care & Collection of Children Procedure**

We consider your child's safety a priority, so that we can offer the safest care for your child we ask that you comply with the following points.

- The designated person as stated on the fire register must collect the child and sign them out on the fire register.
- Children must be collected by any person over the age of 16.
- To ensure all children's wellbeing and safety, adults collecting children should be seen as a responsible and fit person.
- If there is a change to who is collecting your child you must inform the nursery as soon as possible by telephoning the nursery
- If someone other than the named person attempts to collect your child, a member of staff will contact you immediately. We need your permission to hand your child over to any other adult

We hope that this procedure offers reassurance to parents & carers.

Your co-operation is important and very much appreciated