



Safe Care & Collection of Children Procedure OOSC

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 persons as stated on the enrolment forms are authorized to collect your child and they should sign them out.
- 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 Out of School Care as soon as possible by telephoning the base or HQ
- 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