

Checklist for supervision of children before/after nursery.

The following factors should be considered when children are left unsupervised at home; walking to/from school or in the care of a sibling:

Has the parent/carer considered the risk/s posed by leaving their child alone. walking to/from school or in the care of a sibling?

- How old is/are the child/ren?
- How mature is/are the child/ren?
- What is their level of understanding/awareness about being unsupervised/walking to or from school?
- How comfortable is/are the child/ren with the arrangements (this includes the younger child and the older child who is acting as 'carer')?
- Where will the children be left? Is this a safe place?
- How long, and how often, will the child/ren be left?
- Is the home environment safe and secure?
- Has the parent/carer assessed the home environment/journey to or from school for risks?
- Has the older child or 'carer' been involved in this risk assessment?
- How far will the child/ren have to walk (if appropriate)?
- How far away will the parent/carer be? Will they be easily contactable?
- Do any of the children (this also includes the older sibling or 'carer') have additional needs – medical, emotional, behavioural, learning difficulties/disabilities?
- How will these needs be met in the parent/carer's absence?
- Does the child or sibling caring for another child know what to do in an emergency?
- Does the child know who they can contact in case of an emergency?
- Have instructions been left e.g. in case of a fire?
- What are the expectations of the child/ren during this time? i.e. are they expected to cook for themselves etc.?
- Does the child have knowledge about how to keep themselves and younger siblings safe e.g. road safety, not answering the door to strangers, cooking etc?
- What is the level of knowledge when it comes to first aid?
- How well do the siblings get on? How will tension be managed in the absence of the parent/carer?
- Are the children clear about rules and boundaries of what they can and can't do while parents/carers are out?
- If they are looking after a younger sibling, do they have the confidence and authority to implement these rules consistently?
- What will they do if the younger children misbehave?
- Is the home environment safe and secure? Has the parent/carer assessed the home environment/journey to or from school for risks?
- Has the older child or 'carer' been involved in this risk assessment?

CHILD COLLECTION

Policy statement

As part of our commitment to safeguarding children, Katey's Nursery & Pre-school has put this policy in place to ensure that only authorised adults can collect children from our care.

When your child first starts Katey's Nursery & Pre-school the following information is recorded in your child's file:

- Home address and home telephone number. (If no home number is available, an alternative number must be given such as a mobile).
- Place of work, address and telephone number (if applicable).
- Names, addresses, relationships and telephone numbers of adults whom the parents/carers designed as 'emergency contacts'.
- Name, addresses, relationships and telephone numbers of adults who are authorised by the parents/carers to collect your child from Nursery. For example; a relative or neighbour, together with information about any person who does NOT have legal access to your child.



This information is kept within the child's file, together with a separate summarised child record form that includes a signed hospital authority should a child need to be taken for emergency treatment. The child record forms are stored separately within the security of the management office.

Parents/carers must provide a password which is only to be shared with adults whom are authorised by the Parents/carers to collect.

Parents are responsible for informing the Nursery of any changes to contact information and a Change of Details form is located in the main entrance area. In addition to this, Katey's Nursery & Pre-school also sends out forms for parents/carers to update contact information on a termly basis.

AUTHORISING OLDER SIBLING TO COLLECT CHILDREN FROM NURSERY

Katey's Nursery & Pre-school discourages Parents/carers from having anyone below the age of 17 as an authorised person to collect their child from Nursery. In the event that a Parent has no other person who can collect their child from Nursery, we will ask the Parent to complete a disclaimer stating they consider the young person capable and responsible enough to collect their child. This disclaimer will only be valid for the day of its completion.

COLLECTIONS PROCEDURES FOR PARENTS/CARERS AND AUTHORISED ADULTS

A staff member who does not recognise a Parent will ask for the adults name and their relationship to the child. They will then politely ask the Parent to wait at the front door whilst they find another staff member who can confirm the identity of the Parent or authorised adult.

If no one is on duty that recognises the adult, then the contact card will be checked and the individual will be asked for the password. Providing the parents/carers/adults details match the information on the contact card and they give the correct password, they will be given access to the Nursery.

Staff may call a child's Parents/carers to clarify any confusion or allay any concerns if necessary.

PROCEDURES FOR AUTHORISING ADDITIONAL ADULTS

If a Parent/carer has arranged for an adult to collect their child from Nursery who has not been previously authorised, we require the full name of the individual, relationship to the child and agreement on how to identify the person who is to collect their child. The Parent/carer must also make the newly authorised person aware of the password which they will need before entry.

PROCEDURE FOR UN-AUTHORISING AN ADULT FROM COLLECTION

As stated above, Parents/carers are responsible for informing the Nursery of any changes to contact information. If a Parent/carer chooses to remove an adult from their list of authorised collections, they must inform the Nursery Manager immediately to ensure the security of the child. The details of the adult will be blacked out from the forms and contact card. With the consent of the child's Parents/carers, the name of the adult no longer authorised to collect the child will be shared with staff to ensure the adult is not given access to the building.

NB: THE PASSWORD WILL NEED TO BE CHANGED BY THE PARENTS/CARERS.

In the event that an unauthorised adult attempts to collect a child, staff will contact the child's Parents/carers immediately for advice. Staff will work through this situation in a calm and professional way. The unauthorised adult will be asked to leave the premises. In the event the situation becomes volatile, the police may need to be called.

LEGAL RIGHTS OF THE CHILD

While Katey's Nursery & Pre-school will make every attempt to respect the wishes of the Parent/carer who are its clients and will follow the instructions of our clients in regard to information pertaining to who is authorised to collect their child. We have no legal right to deny a child access to a parent who has been or is listed on the contact information unless there is a belief this will place the child at risk of significant harm, or there is a belief the Parent may flee with the child. In such circumstances, our child protection procedures will be enacted.



We recognise that difficulties within the family can cause extreme distress to all parties and we aim to be supportive in any way this is professionally appropriate. However, Katey's Nursery & Pre-school must make it clear that without a legal document such as a court order or injunction, we CANNOT deny a parent access to relevant information about their child's care and learning.

The Nursery must act in the best interest of the child in all situations and will aim to take account of the views and wishes of all parties. In the event that a Parent/carer requests a child's other Parent/carer is prevented from collecting the child, we will offer information of supporting agencies which can advise and guide Parents/carer

All our Policies & Procedures are crafted to ensure the highest possible standards at our setting and will be reviewed every 3 years or sooner, if necessary, in light of specific events or relevant statutory changes.

