



Headteacher: Mrs Diane Frainer

Hertfordshire County Council

YORK ROAD NURSERY SCHOOL,

York Road, Hitchin, Hertfordshire, SG5 1XA

Telephone: **01462 459127** Fax: **01462 666771**

Email: **head@yorkroad.herts.sch.uk**

York Road Nursery School and Yorkies 'Collecting Children' Procedure

It is the care and duty of staff to keep the children safe. Please read our 'Collecting Children' procedure below:

- If a child is to be collected regularly by anyone else other than the Parent or main Carer, then the child's teacher/Key worker must be informed. The slip below should be filled in and handed back to the School. This may include a child-minder or a regular family member.
- If a child needs to be collected by a different person, the child's Parent must call the School and give a password to the School. When the adult comes to collect the child, the password will be asked for. This password is only valid for one day.
- If an adult comes to the School premises and informs the School that they have come to collect a child without a valid password, the child will not be allowed to leave with that adult. The School will then call the child's Parents or the emergency contact for that child.

Child's name: _____

Child's Teacher/Keyworker _____

Main person collecting my child everyday: _____

On some occasions, _____

_____ may collect my child.

Relationship to the child, eg Aunty, child-minder: _____

Signed: _____

Date: _____

