

# Chandlers Chatters Preschool Playgroup

## ALTERNATIVE ARRANGEMENTS

The health and safety of children is of paramount importance to all the staff at Chandlers Chatters. As far as the Preschool is concerned, unless they are told otherwise, the parent/main carer (the person that has been introduced to the Playschool as the main carer/parent), is the only person authorised to take that child home at the end of a Playschool morning. If for some reason the child needs to be picked up by someone else (even if it is Dad – as the Preschool has no way of knowing who he is unless an introduction has been made), and Alternative Arrangements form will need to be filled in. A supply of these forms is always available on the table where the Register is kept in the entrance hall. Ideally anyone who is to pick up a child needs to be introduced to the Preschool Staff. However, we also, a password system for added security of all children, either of these systems can be used. The person who has been nominated to pick up the child should be able to supply the child's password to staff if that nominee is unknown to the Preschool staff.

If the parent/main carer is unable to collect their child at the end of the Preschool morning without prior notification, they are required to ring the Preschool notifying them of this and supplying the name of the person who is to pick up their child. It is the duty of the main carer/parent to notify the person who is collecting their child of the password the Preschool has on record.

In the event that a child is not collected at the end of a session the following procedure will need to be put into force: -

- Under no circumstances will the child be left unattended or in the care of a single member of staff.
- Neither will the staff of the Preschool be responsible for transporting the uncollected child to any other address. The Preschool is not insured to do this.
- All efforts will be made to contact someone listed on the child's records in order that arrangements can be made to see the child safely back with his/her family.
- If there is no contact made with anyone after exhaustive enquiries, the Preschool will have no option but to contact Social Services for them to deal with the situation. This will take place half an hour from time of collection.

**UNDER NO CIRCUMSTANCES WILL ANY CHILD BE ALLOWED TO GO WITH ANYONE UNDER THE AGE OF 18. THE CONSENT OF THE MAIN PARENT/CARER WILL ALWAYS NEED TO BE PROVIDED IN THE EVENT OF SOMEONE ELSE TAKING A CHILD HOME.**