

The Chagford Montessori Nursery School

The collection of children procedure

We need to ensure the safety of the children when collected from nursery school and to do this we have to have clear instructions from parents about who and when they allow other people to collect their children from school.

Regular Collection Forms: are for anyone other than parents who will be collecting children on a weekly basis and will become familiar to staff. Initially we need you to choose a 'password' that changes weekly so that staff can be confident that we have the right collector. Please fill in as necessary sign, date and return to school.

Occasional Collection Forms: these are used each time a collector who is not known to staff is asked to collect a child. These are available at school and need filling in by the parent and signing **each time** an Occasional Collection takes place. We have to have a '**password**' on these occasions if we do not know the collector as a way of verifying the collector. If we are not satisfied we shall ask for formal identification and attempt to contact parents.

Please ask if you have any questions and thank you for your help in making the collection of children as safe as possible.