

Walsall Childminding Hub

Arrival, Handover and Collection Policy

This policy outlines the procedures in place at Walsall Childminding Hub to ensure children are handed over safely, supervised appropriately, and collected only by authorised individuals.

1. Arrival and Handover Procedures

- Parents/carers must hand children directly over to a member of staff upon arrival.
- Children must not be dropped off and left unsupervised at any time.
- Staff members will safely escort children into the setting and ensure children are supervised immediately upon arrival.

2. Collection Procedures

- Children will only be handed over directly to parents/carers or authorised individuals listed on the child's enrolment form.
- Authorised collectors must know the agreed collection password before a child is released into their care.
- Additional safeguarding and identification checks may be carried out where staff are unfamiliar with the individual collecting the child.
- Until staff have established a safe and trusted relationship with parents/carers and authorised collectors, enhanced safeguarding checks will remain in place.

3. Car Park Safety

- Parents/carers must not drop children off within the car park area unless written consent has been provided by Walsall Childminding Hub.
- Children must be escorted safely into the building by a responsible adult unless alternative written arrangements have been agreed.

4. Safeguarding Procedures

- If staff are unsure about the identity or suitability of any person collecting a child, the child will not be released until safeguarding checks have been completed.
- Staff may contact parents/carers directly for confirmation before releasing a child.
- The safety and welfare of children will always remain the priority.

5. Review of Policy

This policy will be reviewed regularly to ensure continued compliance with safeguarding and Ofsted requirements.

Reviewed By: Sohial Ali Ghalib

Review Date: 18/05/2027