**QUEEN’S UNIVERSITY BELFAST**

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Childcare Services

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**Collection of Children from Childcare Site**

1. Childcare Services at Queen’s endeavours to always maintain the safety of the children within our care. To ensure the safety of the children and staff within our setting we have procedures in place to allow access to the site which are monitored and secure and to allow only those who are authorised to collect the children to do so.

* Within our application/registration process we request details of individuals with permission to collect children and confirmation of those named, as being over the age of 18 years.
* All staff are aware that any individual collecting a child must be 18 years of age or over.
* Parents are requested to inform the Childcare staff if there will be any changes to the named individuals who are registered with consent to collect the children.
* The Childcare staff will request a description and full name of an adult that would not usually collect a child, along with contact details. Childcare Services at Queen’s reserve the right to request that the individual who does not ordinarily collect a child, provide identification if necessary.
* A password will be given to parents for the use of the individual who has been identified to collect a child who would not ordinarily do so. The Childcare Staff Team will change the password each time we have a request for a change to the nominated collector.
* The Childcare site has an intercom system installed at the main entrance which staff operate from within the building to admit permitted individuals access to the setting. If an individual arrives on site to collect a child who is not authorised to collect the child, we will contact parents prior to releasing the child into the care of the aforementioned adult.
* The children will be signed in and out of the setting by staff upon arrival and departure.
* Details of the adult dropping off/collecting the child will be recorded by a member of staff.
* Staff members must request verbal identification on answering the intercom system. If there are any doubts or queries regarding the information received, then the staff member is required to physically answer the door and seek the appropriate information and identification.
* In conjunction with this, a staff member upon answering the intercom system to any individuals who will not ordinarily have access to the site will meet the individual at the door, prior to allowing access and request identification. The staff member will then report the individual’s presence on site to the manager, ensuring that the individual in question has signed in.