Buxton Village Hall, Mill Street, Buxton, NR10 5JE

Tel: 01603 279468

 committee@buxtonpreschool.co.uk

Registered Charity Number: 1044583

Ofsted number: 253986

**Strangers Policy**

If a child is being collected by someone other than their parent/carer then staff must be informed either by pre-arrangement verbally or in written instruction or email. Alternatively by phoning the Preschool on 01603 279468 on the day. If the person is unknown to preschool staff then a visual description of the person should be given to staff and if considered an appropriate password used.

If the staff have concerns or if someone else attempts to collect the child without prior warning, preschool staff will follow the following procedure.

* Challenge the person attempting collection and ask for their names and relationship with the child.
* Take a visual description of the person.
* Contact the parent/carer giving the name and description and ask for verbal confirmation that this person may collect their child.
* If parent/carer consents then release the child, the parent will be asked to confirm alternative collections for future purposes.
* If parent/carer does not consent then they must collect the child. Two members of staff will wait with the child for upto 1 hour. If the child is not collected after an hour then the police will be contacted. Late collection of children may incur a fee to cover staff costs.
* If the parent/carer cannot be contacted then the procedure for dealing with “Uncollected children” will be followed as outlined in the “Uncollected and Lost Children Policy”.