



St. Elizabeth's Nursery

Procedure for the Handover of Children

We take our responsibility to ensuring every child's welfare and security are guarded very seriously. Every handover period is of importance and the following procedures **MUST** be followed:

- The **EXACT** time a child enters or departs the setting is written on the register by a member of staff.
- Upon arrival any obvious changes to a child's welfare will be questioned and reported to the Nursery Manager in accordance with our Child Protection Policy.
- Children are handed over to the agreed parent/carer only and any changes to a child's collection arrangements must be with the parent's permission.
- Once a child leaves the setting they are in the parent/carer's care.

In the event of a parent/carer arriving to collect a child who is suspected of being under the influence of alcohol or drugs the following procedure **MUST** be followed:

- The member of staff may refuse them entry into the nursery and their concerns will be reported to the Manager.
- The Manager will discuss the concerns with the parent/carer and should she feel the person is incapable of taking responsibility of the child she will refuse to release the child into his/her custody.
- The Manager will call another responsible adult from the child's Personal Information Form to collect the child.
- The Committee members will be notified of the Manager's actions.
- If the situation cannot be resolved in a reasonable manner, then the police will be called.
- The Nursery is obliged to report anyone they feel is incapable of driving a vehicle and are a danger to others.
- If the police are called the Manager will automatically involve Social Services.

Policy dated June 2025