

## **Procedure for Answering the Door and for the Collection of Children**

To ensure the safety of all children and staff the following procedures must be adhered to with **NO ACCEPTIONS**:

### **1. Answering the door**

The person who answers the door must always identify the caller and identification needs to be sought if the caller is not recognized, i.e. name, reason for call, name of the person whom the caller is here to see, employment card. Before granting a caller access always check with an authorized person. Never grant access to anyone who is not known.

### **2. Visitors**

Any visitor or visitors must fill in the visitor's book on arrival. Proper ID will be required such as a valid drivers license with their name on file.

### **3. Authorized collectors**

Each child must have at least two authorized collectors. If another person is to collect the child, parents must notify the Nursery and provide the Nursery with a **password** that the collector will provide and proper identification may be requested by the nursery worker before releasing the child or children.

### **4. Persons prohibited from collecting children**

If a different person tries to collect a child, and the parents have not informed the nursery of this, then the parents' permission must be obtained before handing over the child.

### **5. Special restrictions for concern**

If the nursery worker feels that a person who is picking up the child may be under the influence of alcohol, narcotics etc... which would possible allow the child to be in a dangerous condition(s), then the nursery worker will have the right to contact anyone who is on file **before** releasing that child or children to said person or persons. This may include the contacting of authorities if no other contact person is available that is listed on file for that child or children.

All staff should be aware that some children are **not** allowed to come into contact with members of their own family. In such circumstances a file is kept of each child and the names of those family members with whom that child is forbidden contact should be on file. If one of these family members should call or come by the nursery they must not be granted access and an authorized person must deal with the situation and ensure that no contact is permitted. The child's primary care giver must be informed of the incident immediately thereafter.