



# Maple Medical PRU *Young Parents' Centre*



## Arrival and Collection of Babies Policy

The following policy applies to a very rare occasion when the mother is not on site as our babies almost always are collected by their own young mum.

- At the Young Parents' Centre, each baby's safety is of utmost importance to us.
- All grandparents/ visitors must enter and exit through the main entrance.
- The young parents centre staff will release the security door from the centre to allow access to known grandparents/ visitors. If the reception area is unattended they should use the bell, this will alert the centre staff.
- Access via the reception area will only be granted if staff are completely confident as to whom they are speaking to. If they do not recognise the person they will ask who they are, whom they are here to collect and Nursery staff will then be alerted. Nursery staff will refer to the baby's registration form and ask for the Password and subsequently allow or deny access.
- Babies may only be collected by parents/carers and persons authorised to collect on a regular basis on the registration form and emergency contacts. (These forms are completed as part of the registration form. Names and passwords are requested for each authorised person).
- If someone other than a parent/carer or person authorised to collect on a regular basis on the registration form is going to collect a baby due to an emergency or on an isolated occasion, parents/carers must notify nursery in advance and use the password system in place on their baby's registration form.

This person will only be permitted to collect on this one occasion.

- The nursery will not release a baby to an unauthorised person, nor will an unauthorised person be allowed admittance to nursery. The unauthorised person will be asked a series of questions in the reception area in order to ascertain their identity. The baby`s parents will be contacted. If the parent then confirms that the unauthorised person may collect, the parent will be asked for the name, address and relationship to the baby/parent and a physical description of the unauthorised person. The baby will be permitted to leave if the necessary checks have been carried out, permission has been obtained and the centre management are confident of the collector`s identity and suitability,
- If we are unable to contact the baby`s parents/carers we will contact the authorised persons on the registration form under emergency contact.
- If your baby is absent from Nursery we will contact you on the first day of absence, as to why they are not attending.
- If no contact has been made after 5 working days with the pupil`s family as to why they are absent, other agencies will be contacted e.g. Health Visitor
- If, however, a baby has a Social Worker or Social Care intervention after 2 days of no contact we will contact Social care.

**Date of Policy**                      February 2019

**Date of Review**                    February 2021

**Signed**

**Nursery Manager**.....

**Chair of Management Committee**.....