**VICTORIA COLLEGE BELFAST**

**(incorporating Richmond Lodge School)**

**Day Care**

**Pick Up Policy**

1. **Rationale:**

Victoria College Day Care is committed to promoting high quality education by employing and supporting staff who will work with a high degree of commitment and professionalism in a healthy and safe environment.The main purpose of the Pick Up policy is to ensure that staff are aware of collection arrangements and that all children are collected safely by known parents/ carers.

1. **Definition:**

The Pick Up Policy will set out the requirements for each child’s collection arrangements.

1. **Aims and Objectives:**
* To ensure all children are collected safely by a known parent/carer.
1. **Procedures**
* Parents or guardians are required to complete a Child Collection Form with the names of 5 people who may collect their child. Apart from parents or carers, persons authorised to collect children must be aged 18 or over.
* Pupils may be collected from Drumglass House from 1.45pm.
* Photographic identification will be required to prove identity.
1. **Review and Evaluation**

The policy will be reviewed at least once a year by the Board of Governors and will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise.