



Lochgoilhead Primary School and ELC

ELC Collection Policy

This policy was adopted by:

Lochgoilhead Primary school and ELC

On Monday 20th October 2025

Signed Louise Blair Designation Head Teacher

Articles of the UNCRC ([the UN Convention on the Rights of the Child](#))



Article 3 Best interests of the child

Article 5 Family guidance as children develop.

Article 12 Respect for the child's views

Article 24 Health, food, water and the environment

Health and Care Standards(Health and Social Care Standards - My support, my life.)

3.23 If I go missing people, take urgent actions, including looking for me and liaising with the police, other agencies and people who are important to me.

4.11 I experience high quality care and support based on relevant evidence, guidance, and best practice.

4.14 My care and support is provided in a planned and safe way, including if there is an emergency or unexpected event.

Statement of purpose

To ensure the health, safety and welfare of every child and family at Lochgoilhead Early Learning Centre as they arrive and depart the setting. Parents/Carers are responsible for the care and wellbeing of their children whilst they are in Lochgoilhead ELC, until they have registered their child within the reception area of the ELC.

Content and Context

Arrivals

- At Lochgoilhead Early Learning Centre, it is our aim to give a warm welcome to each child/family upon arrival at our ELC.
- A staff member will monitor the entrance door to welcome all children and families. Staff will record each child's arrival and who has brought the child to the ELC in the daily attendance register in the ELC entrance. The responsible adult should be share who is collecting the child and this information should be recorded.
- Staff will greet parents/carers and any information from parents/carers regarding the child's wellbeing which they feel is important to share with ELC staff at the start and end of the day. It will be shared with management and child's keyworker in a confidential manner.
- Parents/Carers should share any information with staff or their child's key worker which they feel is important at the start and end of the day.
- Staff will ensure that where a child requires medication during the day, the parent/carer has completed a short term or long term medication consent form in line with Administration of Medication policy.

Departures

- Every child attending Lochgoilhead ELC requires a parent or dedicated adult to drop them off and pick them up. The person collecting will be seen as the child's guardian at that time and all information regarding the child's general day would be passed onto them.
- Only person/s over 16 years will be allowed to collect a child unless that person is the child's parent.
- On departure each child will immediately be signed out by ELC STAFF

UNDER NO CIRCUMSTANCES WILL A CHILD BE RELEASED TO A DIFFERENT PERSON THAN WHO IS ON THE LIST OF PARENTS OR DEDICATED ADULTS TO COLLECT EACH CHILD.

Where a parent/carer has informed and agreed with nursery staff that an alternative named adult will be collecting the child, ELC staff will add their name to the list above.

IT IS THE PARENT/CARER'S RESPONSIBILITY TO ENSURE IF COLLECTION DETAILS OF THEIR CHILD CHANGES.

- If a child is not collected, staff will call all known numbers for those who has been listed as key contacts for your child to arrange collection. Staff will reassure the child is kept informed, reassured, supported and comforted to avoid them becoming distressed.
- If no contact can be made with a parent/carer/dedicated adult or emergency contacts for the child, it may be deemed necessary to contact Social Work for assistance.
- If we consider any emergency situation where the named contact (as well as the parent or carer themselves) is under the influence of alcohol or drugs, we will be duty bound to inform protocol and follow their next steps to keep the child safe. This may mean the child remaining in school until Social Work arrive at the premises.

- HT/ELC staff will contact Social Work giving a clear account of the situation and reasons why the child is unable to go home with parent, carer or dedicated adult on advice from Social Work or Police.
- If the parent/carers/dedicated adult becomes aggressive or insist on taking the child, the HT/ELC staff member should keep the child safe as well as themselves.

Legislative Framework

<https://education.gov.scot/.../learning-resources/realising-the-ambition>

Argyll and Bute Health and Safety

<https://education.gov.scot/education-scotland/scottish-education...>

<https://education.gov.scot/.../how-good-is-our-early-learning-and-childcare>

<https://www.careinspectorate.com/images/documents/6128/Quality>.

<https://www.unicef.org.uk>

Transportation of ELC children

The school bus is a general bus service which does not have an escort on board, parent/carers need to organise an escort/dedicated adult for any ELC child to travel on this bus. Lochgoilhead ELC cannot allow ELC children to travel on the bus without an escort who is over the age of 16 years. An ELC children need to be signed in and out of our ELC by a parent/carers/dedicated adult daily.

Monitoring of this Policy

It will be the responsibility of Louise Blair (Head Teacher) to ensure that all staff, including new or temporary staff, are familiar with this policy and to monitor that it is being implemented. All staff should know and implement this policy in their practice. Any significant incidents should be recorded for all children. This policy will be amended accordingly to ensure the safety and wellbeing is staff and children.