



## **Guidance for Policy on Authorisation to Collect Children in Pre-school Services**

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## 1.0 Purpose

The purpose of this document is to provide pre-school services with the regulatory requirements for the specific policy on authorisation to collect children, as set out by the [Child Care Act \(1991\) Early Years Services Regulations \(2016\)](#). This document sets out the core regulatory requirements for this policy, as well as prompts and considerations that will support registered providers to ensure that their policy and procedures are fully developed and are reflected in the practices in their service.

The information in this document should be applied to the specific policy on authorisation to collect children, and the accompanying procedures of the service. This document should be read in conjunction with the [A Practical Guide to Developing Policies, Procedures and Statements in Early Years Services](#), the [Questions and Answers document](#), and [the Qualify and Regulatory Framework](#).

*This document is for reference only. It should not be assumed that the guidance provided is comprehensive or that it provides a definitive answer in every situation.*

Further resources are available in [Appendix 1](#).

## Regulatory Requirements of this Policy

### **Child Care Act (1991) Early Years Services Regulations (2016), (Schedule 5.1 (k))**

Policy on authorisation to collect children, in relation to a pre-school service means a policy specifying the protocols of the service in relation to the collection from the service of pre-school children attending the service.

## 2.0 Core policy requirements

A Policy Statement is recommended for this policy alongside the core requirements as set out further in this document. The policy statement should set out the service's commitment to having safe and appropriate procedures and practices in place to ensure that children are safeguarded at collection times.

### Requirement 1

The policy sets out the routine for the collection of children from the service

#### **Prompts and considerations** (not an exhaustive list)

The policy specifies:

- (a) How parent(s), guardians or nominated person(s) are informed of the collection procedures of the service.
- (b) How parents or guardians authorise a person to collect the child, and the measures taken by the service to record authorisation.
- (c) The measures in place for the collection of a child, including record keeping of a child's collection, and adult to child ratio and supervision of all children while collection is underway.
- (d) The procedures in the case of late and non-collection from the service by the parent, guardian and/or nominated person(s).
- (e) How staff are informed of the services authorisation to collect procedures.
- (f) That the record(s) of attendance are retained for one year.

### Requirement 2

The policy sets out procedures for ensuring that only the authorised person collects a child and the procedure for when a non-authorised person arrives to collect a child.

#### **Prompts and considerations** (not an exhaustive list)

The policy specifies:

- (a) The procedures in place when a non-authorised person arrives to collect a child.
- (b) The procedures<sup>1</sup> of the service when a parent or guardian or authorised person arrives in an unfit state to collect a child.

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<sup>1</sup> These procedures should also be detailed within the child safeguarding policy, and risk management policy.

### 3.0 Best practice in developing and implementing an Authorisation to Collect Children Policy

In addition to the regulatory requirements for this policy as set out in this document, service providers can enhance the quality of practice in the implementation of the Authorisation to Collect Children Policy in the service. In this section, best practice in this policy area is outlined and further information is signposted where available.

- Implementation of the policy should reflect Síolta Standards, in particular Standard 13 [Transitions](#).
- The policy can cover drop-off in addition to collection procedures.
- Parents and guardians should feel welcomed into the service when dropping off and collecting their children.
- A record of each child's attendance kept on a daily basis should record the actual time in and/out of the child, the name of the person (s) dropping off and collecting the child, and the name of the person within the service completing the record.
- The policy could set out the expectations for the arrival of children to the service, for example, the child is accompanied to the door of the service by the parent or authorised person and is met by a member of staff.

## 4.0 Appendix

### 4.1 Supporting Information

- Aistear Siolta: [Practice Guide](#)
- Barnardos: [Working in Partnership with Parents](#)
- Barnardos: [Critical Incident Planning in Early Learning and School Age Services](#)

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