

Tiddlywinkers Day Nursery Policy on Consent

Policy statement

The nursery will not undertake any personal care of a child or take them out of the building unless consent is given in writing from the parents or guardians. In an emergency situation the manager or person in charge can obtain consent over the phone from the parent/guardian which will be recorded and made available for them to sign when they collect their child.

Procedure

Upon induction into the nursery all relevant records will be signed and put into place. This will include their name, address, GP, parents/guardians contact numbers, emergency contact details, any special diet requirements and a list of people who may collect the child at the end of the day or if the child becomes unwell.

Consent forms that must be signed include:

- **Photography/Observations**
- **Changing of clothes**
- **Administration of medication**
- **Administration of first aid**
- **Transport to and from playgroup/nursery**
- **Outings in the local area, including walks**

Alternative consent form will be required when going on additional outings such as the zoo, cinema or farm. These consent forms will be prepared in advance and sent home with the parents for signed permission.

Proprietor: _____

Manager: _____

Date: _____