



Nursery Collection policy for All Saints CE Primary School Nursery

Ethos

At All Saints Nursery your child's safety is of the highest priority, we have a duty of care to our children and recognise that late collection can cause unnecessary distress to a child. Whilst we appreciate that sometimes there may be circumstances beyond a parent/carers control affecting the prompt collection of their child we must always keep to our staff/child ratios.

Aims

- To work in partnership with parents/carers to ensure their child's safety and wellbeing is of the highest priority
- To share our procedures for the collection of children at the end of a nursery session
- To share the expectations of parents/carers when the adult collecting is not as expected
- To share our procedures for late and no collection from nursery

As part of this policy we ask parents/carers to:

- Inform us who the regular adults on the collection list will be during the initial 'Parent/Carer handover' meetings
- Inform us who will be collecting at the end of the session if it is to be someone other than who dropped off.
- Tell their child in the morning at drop off if someone else will be collecting them later that day, it is better to prepare a child for a change in routine in advance
- Share our policy and procedures with the adults that are on their collection list. Safety is our main priority, please understand that we are not being rude when we ask someone unfamiliar to wait, we must follow the steps that we have in place
- Provide a memorable password or send a photograph via a Class Dojo message for instances where the adult collecting is not someone familiar to staff
- Ensure nursery has an up to date contact list with working phone numbers
- Collect their child on time and inform us as soon as possible if they are going to be late

Staff will:

- Not send a child home with an unfamiliar adult or a child of school age
- Not release a child to any unauthorised person at any time unless the child's parents/carers have informed us in advance to provide us with permission for this to happen
- Not allow any parent/carer/designated adult to collect a child if they appear to be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised. Staff will inform the headteacher who will assess the situation. If it is felt that the parent/carer appears unable to take responsibility for the child, they will take appropriate action. This may include contacting another person on the emergency contact list/member of the family. If another designated person is not available, then social care or the police will be contacted.

Relationship breakdown of parents / guardians

- Unless there is a court order, of which the school must have a copy, preventing one parent's contact to the child we are unable to legally deny access
- Should either parent/carer that usually collects follow the above procedure and inform us of another named adult collecting we will allow them to collect the child if a password/photograph has been shared
- Should a parent of concern ask to access their child, we will contact the first parent to come to school as soon as possible, explaining this procedure and asking the second parent to wait
- If there is concern about violent or aggressive behaviour from either parent we will seek advice from the police and follow their recommendations

Late collection of a child

In the event of a parent / carer being late to collect their child without informing us of an unexpected circumstance:

End of a morning nursery session: Children will remain with the nursery class and parents/carers will be charged as if an additional session had been purchased.

End of an afternoon: Once all other pupils have been collected from the nursery class the child will be taken to after school club and parents/carers will be charged as if an after school club session has been purchased.

Where the parent/carer is late and the reason is beyond their control we will aim to keep the child with familiar staff and peers for a short period of time. Beyond 15 minutes your child will 'access' extra paid for provision.

Failure to collect a child

In the event of a parent / carer failing to collect a child the procedure set out below will be followed:

1. All contact numbers for parents/carers are repeatedly contacted and messages left, a message will be sent on Class Dojo
2. We will check with older siblings in school to see if there was a message passed to their teacher
3. End of a morning nursery session: Children will remain with the nursery class and parents/carers will be charged as if an additional session had been purchased. End of an afternoon: Once all other pupils have been collected from the nursery class the child will be taken to after school club and parents/carers will be charged as if an after school club session has been purchased
4. Further emergency contact numbers are tried whilst the child is in additional care, parents/carers will be informed of the fees
5. If in the event of a child not being collected and following 3.00pm (following a morning session) 5.00pm (following the end of an afternoon) Social Care and/or the police will be notified of a non-collection and the matter will be handed over to their care

EYFS Lead: Cara Gallagher

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