# North Baddesley Infant School, Nursery and Pre-School

## Policy for Collecting Children from School, Nursery and Pre-School

This policy was agreed and formally adopted on 27.3.12.

This policy will be reviewed every three years.

Last review: October 2026

Our policy for Collecting Children from School, Nursery and Pre-School relates to other school policies and should be read in conjunction with these. Any reference to "parent(s)" throughout the policy refers to parents, carers or anyone else with primary care responsibility for a child. Any reference to school throughout the policy also refers to nursery and pre-school, as applicable.

### General Principles

Our policy for collecting children from school, nursery and pre-school supports this by:

- providing clear guidelines for parents, authorised persons, governors and staff in relation to their responsibilities for the delivery and collection of children to/from school, nursery and pre-school.
- ensuring the safe delivery and collection of children being cared for or educated on our premises.
- encouraging families to deliver and collect their child/ren on time.
- ensuring the school, nursery and pre-school complies with all legislative requirements.
- recognising the school, nursery and pre-school is responsible for:
    - Providing parents with a copy of this policy via the website when their children start at the school, nursery or pre-school and ensuring a copy is available for inspection at all times.
    - Being available to assist in the situation of the late collection of a child (refer to procedures in this policy).
    - Contacting parents/authorised persons who do not follow the correct procedures stated in this policy.
    - Contacting a parent to gain authorisation if a person who is not listed as an authorised person arrives to collect a child.
    - Supervising children on the premises between 8:50am and 3:15pm on days when school is open as usual. (This time is extended if children attend an after-school club).
    - Supervising children attending nursery and pre-school for the session times agreed with parents.

Definitions:

**Authorised person**: A person for whom the parents have given authority to the school, nursery or pre-school to collect the child. This person must be aged 15 years or over.

**Late collection:** When a parent or authorised person collects their child/ren from the school after 3:15pm or after a designated finishing time for an after-school club, nursery or pre-school session.

### Procedures

Parents must:

- Collect their child promptly.
- Inform school, nursery or pre-school of any change in the arrangements for collecting children.
- Minimise the frequency of change to ensure a child's safety. One change during the day would be seen as reasonable.
- Inform school, nursery or pre-school if they are going to be late, why and how long they expect to be.
- Ensure that late collection is not a regular occurrence.
- Ensure that the person collecting their child is a responsible person who is aged 15 years or over.
- Ensure their child is signed out and back in when they go home for lunch or leave school, nursery or pre-school for an appointment.

- Ensure the child/ren's enrolment form includes details of persons who have lawful authority to collect the child/ren (usually the parents/carers) and any other persons authorised to collect the child/ren.
- Provide the school with a password that should be given to anyone who has been authorised to collect the child from school, nursery or pre-school.
- Provide legal documentation to show if any adults do not have permission to collect a child. School, nursery and pre-school can only prevent children from leaving with an adult who is a parent if they have written legal evidence that the person does not have parental responsibility or have seen written evidence of a current restraining order.
- Ensure children are not left in the playground alone before or after school, nursery or pre-school session and ensure they are not on the premises before 8.:40am, unless they are attending breakfast club or nursery.

School, Nursery and Pre-School will:

- Use the class communication board to log who will be collecting a child when a change has been identified.
- Monitor the children leaving at the end of a school day. The teacher/teaching assistant will dismiss the children from the door to check if children are going home with a responsible/approved adult.
- Contact parents/emergency contacts if no one has arrived to collect a child and the school, nursery or pre-school has not been informed. If they are not available, the school, nursery or pre-school will contact the other persons authorised to collect the child/ren on the child/ren's enrolment form, requesting that they collect the child/ren as soon as possible.
- Inform parents if clubs are not running.
- Contact a parent to gain authorisation if a person who is not listed as an authorised person arrives to collect a child and does not know the agreed password.
- Call the police or Children's Services if they are unable to contact an authorised person after 30 minutes, having given a 10 minute warning on an answer phone that someone is expected to attend.
- Supervise children on the rare occasion a child is not collected due to an emergency arising (at the discretion of the school, nursery or pre-school and by prior arrangement).
- Involve outside agencies for individual cases causing concern.
- Refer repeated cases to Children's Services.

Dismissing children at the end of the day/after school club/event:

- A staff member will be positioned at the classroom exit door to ensure that children do not leave the building without the person responsible being able to receive them. Parents will need to remain outside the yellow line (or astroturf area in Year R) until all children have exited.
- Any parent wishing to speak with the class teacher or teaching assistant who is dismissing children will need to wait until all the children have departed.
- If a staff member is concerned that releasing a child to the parents, or a person authorised to collect the child, could put the child at risk, the child will not be allowed to leave in their care.
- In the above case, the person collecting the child will be asked to speak to the Headteacher or another senior member of staff. The staff member will need to decide whether the child is safe with the parent. If not, Children's Services will be contacted and, if necessary, the police. This will be fully recorded on the school's child protection system.

Medical/Dental Appointments

- If this is during the school day, the parent must report to the school office (for children attending school or nursery) or pre-school entrance at the agreed time and a member of staff will collect the child.
- After the appointment, the parent must return the child straight to school, nursery or pre-school and sign them in at the school office (school and nursery children) or at the pre-school entrance.

Monitoring, Evaluation and Review

The school will review this policy on a three yearly basis and assess its implementation and effectiveness regularly. The policy will be promoted and implemented throughout the school, nursery and pre-school.

This policy has been discussed and agreed with all school staff representatives and with the school trade unions, professional associations and whole school community, including stakeholders. It is available to all staff in the school, nursery and pre-school and any prospective applicant. The governing body welcomes any comments or contributions to this policy document.