



SOMERVILLE FEDERATION

# Arrival and Collection of Children Policy

Headteacher.....

Date.....

Chair of Governors.....

Date..... Review Date.....

## **The Arrival and Collection of the Children Policy – including non collection of a child**

***The provider must take necessary steps to safeguard and promote the welfare of children – EYFS legal requirements***

### **Aim of the policy**

**To ensure that children are safely delivered and collected from the provision and that the requirements for doing so are known, understood and implemented by the staff and parent/carers.**

### **Procedures**

- **At registration, information will be taken from parents about adults who other than themselves can collect their child from Somerville Nursery School.**
- **All children will enter Somerville Nursery School through the 2 Year Old room door, parents are aware that until children enter Somerville Nursery School they are responsible for their children's safety. Access to Somerville Nursery School will be controlled, if the person arriving at Somerville Nursery School is not known to the staff, and has been nominated to collect a child, they will be asked to sign the visitors' book and will only be admitted with the agreement of the Head Teacher/Assistant Head Teacher and in his/her absence the Room Leader.**
- **The Key Person will welcome their key children whenever possible into the setting. The children will be registered; identifying the time they arrive at the setting. The Key Person will take responsibility for the supervision, oversee the collection of the children and ensure they are signed out, including the time they leave the setting (where this is practicable).**
- **Children can only be handed over to adults who are known to the setting. When registering with the setting, parents will nominate members of the family/friends who can collect the children. If these adults are not known to the staff, a system of passwords known only to the setting and the parents will be used, to ensure we are handing children over to an appropriate adult. We will ask for photographs to be placed on file if we are not able to meet the person. If the person is not known, but is able to give the known password, the staff member will/may still check with the parent that it is acceptable to hand over the child. In an emergency a parent, who may for example be delayed due to traffic, will be able to ring and advise who can collect the child, again giving specific identification information. Parents will be informed of this procedure at registration.**

- **Parents will be advised that if a child is not collected and no contact can be made with named contacts, one hour after the expected collecting time we would contact the Local Safeguarding Board or the Emergency Duty Team (depending on the time of day) to seek advice on how we should proceed. Their guidance will be followed.**
- **We will review all information held on the children as and when appropriate and parents have a duty to inform us if there are any changes in any circumstances around the care of their children.**