Collection and Late Collection Procedures

Including those in the EYFS (Early Years Foundation Stage) and Holiday Club

To ensure the safe arrival/collection of children from School the following procedures will be followed:

- Parents are required to give written permission as to any person who is authorised to collect their child. This is kept in the child's file.
- Staff will not allow children to go with any person who is not authorised to collect the child.
- Staff will not allow children to be collected by anyone who is under the age of 16.
- Staff will not allow children to go with anyone who appears incapacitated by alcohol or drugs.
- In the event of an emergency and an authorised person not being available to collect the child, parents must telephone the school and inform staff.
- An identification procedure and a code word will be agreed between the staff member and parent if the person collecting the child is not known to the school.

In the unlikely event of a child not being collected from the school after school closure time, and no contact being made with the parents, the following procedure will apply:

- Two members of staff will remain on the premises with the child at all times. At least one member of staff must have an up to date Paediatric First Aid Training Certificate.
- The child will be kept calm and given a drink and a fruit snack.
- The parents will be telephoned on all available contact numbers.
- If the parents are not contactable the emergency contact person will be contacted and asked to collect the child.
- The Head Teacher will be informed on **0118 9478 684**
- The Proprietors will be informed **0118 376 7434 or 07980 037170**
- If no contact has been made with either the parents or the emergency contact person within one hour of the time at which the child was due to be collected the school will contact the Social Services for advice.

Social Services Out of Hours Team: 01344 786543

Policy Administration

Linked Policies

This policy also needs to be in line with other school polices and therefore should be read in conjunction with the following school policies:

- Safeguarding Policy

Review Schedule

This policy is the responsibility of the Head Teacher and will be reviewed as required.

Update and Review Log

Updated/ Reviewed By	Date	Notes
Author(s) C. Neal and J Lawson	Jan 2016	
C. Neal	Jan 2017	
C. Neal	Jan 2018	Reviewed and discussed with Sophie M's mother after the death of Mr M.
C. Neal	Jan 2019	
J. Lawson	Feb 2021	Updated Formatting
J Lawson	Sept 2022	To include Holiday Club
A Lawson	Sept 2024	Discussed at INSET
J Lawson	August 2025	Preparing for September INSET