

Collection of Children Policy

Effective from: September 2025

Authorised by: Mary Fysh; Principal, Sarah Tapp; Head and Martin Ayres; Chair of Advisory Body

RATIONALE

At the Avenue Nursery and Pre-Preparatory School (The School) we regard the safety of all the children in our care as paramount. We have stringent measures in place and a high staff/child ratio enabling all children to be carefully supervised at all times. In particular, we have a clearly defined procedure relating to the children entering and leaving the School, as follows:

PROCEDURE WHEN THE CHILD ARRIVES AT SCHOOL

1. A member of staff will be wearing a high visibility jacket at the pavement gate at the start of each session to ensure that no child leaves the premises.
2. The adult bringing the child to School completes the "Collect" list at the beginning of every session, informing us as to who will be collecting the child.
3. If a child is to be collected by another parent of a child at the School, the "Collect" list should be signed by the adult who brings the child to School, not by the collecting adult.
4. If a change to the collection arrangements occurs after the sheet has been signed, the parent/carer must contact the school and give details of any revised arrangements.
5. If the revisions involve someone who has not been to the School before (and is therefore not known to any member of staff) a 'password' is agreed between the School and parent. This password must be given by the adult picking up the child before he/she is allowed to take the child off the premises.
6. The revised collection arrangements are noted on the "Collect" list, to inform the member of staff who is seeing the children off the School premises at the end of the session.
7. Anyone collecting who is unknown to the school should be brought to the school on a previous occasion and introduced and the school informed in writing.

CHILDREN ARRIVING LATE

If a child arrives at the School after the classes have started (and the side and front doors are locked) parents are asked to ring the front doorbell for a member of staff to let their child into school. The "Late Arrival/Return to School" book (which is kept by the front door) MUST be completed by the person dropping the child off. The staff member dealing with the late arrival is responsible for updating the "Collect" form with the name of the person picking the child up.

CHILDREN LEAVING BEFORE THE END OF THE SESSION

If any child leaves the School before the end of the session the "Leaving School Early/During the Course of the School Day" form MUST be completed when the child is collected. This is to include whether or not the child is returning to School that day. In addition, the "Collect" form must be updated if the child is NOT returning to School.

PROCEDURE AT THE END OF THE SESSION

The Avenue Pre-Preparatory School and Nursery

1. A member of staff will be wearing a high visibility jacket at the pavement gate at arrival and going home time and will ensure that no child leaves the premises unaccompanied.
2. The children collect their coats/ bags from the cloakroom, replace their photograph card in their trays (Nursery) and are seated before the front or side doors are opened. – no child should be in the toilets or by the photograph board/pegs.
3. Pre-Nursery leave by the front door every day at midday. They are seated in their classroom at Home Time and the member of staff who is in the room with the children calls out each child's name when the staff member at the door confirms that his/her parent/carer is ready to collect their child.
4. The Reception children leave from the side door every day. They wait in the Hall to be called when their parent/carer arrives.
5. Year 1 and 2 children leave by the side door every day.
6. The Afternoon Nursery children are seated on the carpet in the Pre-Nursery classroom at 3pm when it is time to go home, and they leave from the front door. The member of staff who is in the room with the children calls out each child's name when the staff member at the side door confirms that his/her parent/carer is ready to collect their child.
7. A member of staff will be by the front/side door to supervise the children leaving the School premises and ensure they are in the care of the adult specified as the 'pick up' that day. The child's name on the "Collect" list is 'ticked' to confirm that the child has been picked up by the designated person.
8. If an adult (who is not named on the "Collect" list) asks to pick up a child (not their own), the School will contact the parent to confirm the situation, even if the adult concerned is known to the school.
9. If parents of a child are known to be separated/divorced, the School will ask for confirmation as to which of the parents have 'parental responsibility' with regard to the child and whether both parents are able to collect the child from school.
10. Children will be called singly and not in pairs. This may take longer, and the parents are asked to be patient in this matter.
11. The parents are asked to leave the premises promptly after collecting their child, to aid congestion around the front and side doors.
12. If a parent needs to speak to a member of staff, they are asked not to speak to the member of staff who is at the door. The parent is asked to wait at the side door after picking up their child until the parents and children have left and a member of staff is free to attend to the query.

OTHER MATTERS

1. Parents who are leaving the premises after the side and front doors have been locked at drop off time must inform a member of staff when they leave the School to ensure that the front door is bolted or the side door is locked correctly after their departure.
2. If a letter is going home with the child, it is either given out to the parents by another member of staff or given to the child (Reception) or put into the School bags (Years 1 & 2). The members of staff at the door or at the side gate do not become involved in handing out letters as they are otherwise committed.

PROCEDURE

This procedure is part of the suite of policies and procedures forming the overarching approaches in the school to child protection and safeguarding.

If a child is not collected within 15 minutes of the agreed collection time, the Principal will be alerted and arrangements will be made to contact number(s) for the person who has been specified as responsible for picking up the child that day. If there is no answer every effort will be made to call the parents and the emergency contacts for the child. During this time, the child will be safely looked after in the school by a nominated member of staff.

If it proves impossible to contact any persons named on the Registration and Consent Form, arrangements will be made by the Principal or Head to safely care for the child within school premises pending contact with parents or named person. Parents are requested to sign the clause on the Registration and Consent Form giving their permission for the school to act in this way in order to safeguard the child pending collection. In the absence of the Principal/Head a senior member of staff will be nominated to ensure these procedures are fully implemented.

The Principal or senior member of school staff will continue to make telephone calls to the child's parents, carers and emergency contact named on the Registration and Consent Form.

Children's services of the local authority will be informed if parents or carers are unable to be contacted after 3 hours. The school will then act on the advice provided.

The school will continue to look after the child safely throughout the time that he or she remains under our care.

RELATED POLICY

This Policy is to be read in conjunction with the Child protection Policy (Safeguarding and promotion of pupil wellbeing)

Appendix 1 – Sample “Collect List”

RECEPTION PICK UP LIST		DATE:	
Please make sure that you only give details of the person who is picking up the child you brought to school. Any subsequent changes must be notified to the school Office by telephone.			
<i>Child's Name</i>	<i>Pick up by: (Please print name)</i>	<i>Child's Name</i>	<i>Pick up by: (Please print name)</i>