

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 visible at the pavement gate at the start of each session to ensure that no child leaves the premises and to remind parents and carers of the dangers of the road.
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 room lead teacher will be informed and a password put into place to ensure safety at all times. The room lead teacher then communicates to the staff in the room and updates the pick up lists.
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. The room lead teacher will then update the sheet and staff members accordingly.
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' and a photograph is sent and 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. (see no. 3,4,5)

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 door bell for a member of staff to let their child into school. The online Sign in Register on the iPad by the front door is updated by whichever staff member welcomes the child, the system then updates the school systems automatically. The staff member dealing with the late arrival is responsible for taking the child to the classroom and informing the teacher of the adult picking them up.

CHILDREN LEAVING BEFORE THE END OF THE SESSION

If any child leaves the School before the end of the session the Sign in Register on the Ipad at the front door must be updated with reason given for leaving and who collected the child. 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

1. A member of staff will be highly visible 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, and are seated before the front or side doors are opened.
3. All Nursery children (Cygnets and Swans) leave by the side door every day. 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 front door every day. They wait in their classroom to be called when their parent/carer arrives.
5. Year 1 and 2 children leave by the side door every day.
6. 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.
7. 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
8. Children will be called singularly and not in pairs. This may take longer, and the parents are asked to be patient in this matter.
9. The parents are asked to leave the premises promptly after collecting their child, to ease congestion around the front and side doors.
10. 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 firmly closed and the automatic locking system engaged. This also applies to the side door. A member of staff should accompany the parent to ensure that the premises are secure.
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.

UNCOLLECTED CHILDREN POLICY

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 Room Lead Teacher will be alerted and arrangements will be made to contact number(s) for the person who has been specified as responsible for

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.

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

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

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