



SOMERVILLE FEDERATION

Arrival and Collection of Children Policy

REVIEWED BY THE GOVERNING BODY

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.
- Parents must be 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 you are nominating a new adult to collect your child you must add them first to your child's 'pick up list'.
- Wherever possible a child's Key Person will welcome them into the setting. All children will be registered using SIMS / Take Register. If children are collected before the end of their session, a nominated responsible person will oversee the collection, ensuring that they are handed over to an appropriate adult.
- 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 may be used, to ensure we are handing children over to an appropriate adult. If the person is not known, but is able to give the known password, the staff member may still check with the parent that it is acceptable to hand over the child. If no password is used and then the staff member may check with other staff members and / or the parents to check that the adult is authorised / known. 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 information to support identification. 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.

*Note: parents / carers can nominate those over the age of 16 years to collect children that they deem suitable to take charge of their child.