

## **EYFS The Non Collection of Children Policy**

### **Rationale**

In line with the School's Mission Statement we aim to help students develop their gifts and talents: spiritual and social; intellectual and emotional; aesthetic and physical through the provision of a broad and balanced curriculum, which is responsive to, and supportive of, their needs and aspirations, fosters intellectual curiosity and academic achievement, and motivates them to grow to their full potential. Our Mission Statement is distilled into our Vision Statement, and our aim is to develop our children, pupils and students so that they have "Strength of Mind, Strength of Values, Strength of Purpose".

### **Introduction**

In the event that a child is not collected by an authorised adult at the end of a Nursery School session/day, Nursery puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified member of staff who is known to the child. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### **Procedures**

Parents of children starting at the Nursery are asked to provide specific information which is recorded on our Registration Form. Where possible, we encourage parents to give two emergency telephone numbers. Specific information collected includes:

- Home address and telephone number
- Place of work, address and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names and telephone numbers of adults who are authorised by the parents to collect their children from Nursery, for example a child minder, grandparent or friend.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child on an Authorisation Slip.

If a child is not collected at the end of the session/day, we will follow the following procedures:

- Parents are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from Nursery– and whose telephone numbers are recorded on the Registration Form – are contacted.
- All reasonable attempts are made to contact the parents.
- The child stays at Nursery in the care of two members of staff until the child is safely collected.
- The child does not leave the premises with anyone other than those named on the Authorisation Form or siblings above the age of 16.
- If no-one collects the child by 6.30pm, a member of SLT is informed, who will make every attempt to contact the parents.

### **Review**

This policy was reviewed by the Head of EYFS, August 2019.