



## **BRINGING AND COLLECTING CHILDREN FROM THE KINDERGARTEN, INCLUDING PROCEDURE FOR UNCOLLECTED CHILDREN**

### **Policy Review**

This policy will be reviewed in full on an annual basis.

The policy was last reviewed and agreed by the College of Teachers in October 2014

Amended in June 2016

## **Bringing and collecting children from the Kindergarten**

When arriving at school, children should change shoes and hang up their coats in the cloakroom and then be handed over to a member of staff before the parent leaves.

When arrangements are made for a child to be collected by someone other than their parent or guardian, a written note to this effect must be given to the Kindergarten teacher. Ideally, this person should initially be introduced to the teacher and the Afternoon Club teacher prior to the first picking-up. If the child is staying for Afternoon Club a note with sufficient information must also be given to the Afternoon club teacher.

When collecting a child, adults should make contact with the supervising teacher before leaving.

In the event of an emergency and an adult has to pick up a child without a note having been given in the morning, the parent will need to contact the school by phone so that the relevant staff can be informed and given adequate information as to the identity of the person who is picking up. In the absence of this, the child will be taken to the school office by the teacher and office staff will contact the parent by phone to obtain the required permission.

Children for the After School Club will be taken over to the main school by a member of staff to join the After School Club group.

## **Procedure for uncollected children**

The staff have an obligation to stay with any uncollected child at the end of the day, until that child is collected.

If the parent does not arrive within 15 minutes of the collection time arranged, the staff must try to contact the parent.

The staff must not release the child to any unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give a name, (and if known, a physical description of the authorised person) and the staff in charge should check this description before permitting the child to leave the premises.

In the event of the child not collected by 3.30 p.m., he/she will be brought to the school office and stay there until collected by the authorised person.