



STREATHAM & CLAPHAM PREP SCHOOL

POLICY FOR COLLECTION OF PUPILS (EYFS)

Person(s) responsible for this policy		Head of Prep Deputy Head of Prep Assistant Head of Prep (Pastoral) EYFS Class Teacher	
Last review by	H Loach K McDonald A Nicholson Petra Gollob	Review date	September 2026
Date of next review		September 2027	

Staff *must* be informed if someone other than the parent or main carer is collecting a pupil. It is the parents' responsibility to inform staff, in *writing*, of access arrangements concerning their pupil. No EYFS pupil will be handed over to any adult if that adult has not been authorised.

Staff should know or be introduced to the person who is picking up each pupil at the end of each session. Staff should ascertain at the beginning of the year if there is anyone who *should not* be collecting a pupil.

If collection arrangements change and are different to normal, the parent *must* verbally tell the class teacher, who will note it down, or email the class teacher and school office by 15:15 (the end of the day) if they do not see the teacher that morning. A photo of the person picking up, or a personal introduction, is required if it is someone new. This must be done every time someone other than the parents or main carers is collecting a pupil.

If, in an emergency, someone else will be collecting a pupil, parents or main carers *must* inform the office who will inform the EYFS staff *as soon as possible*. They must describe the person to the staff and ensure they bring along some form of identification.

The school has a duty under the Statutory Framework for the Early Years Foundation Stage to safeguard and promote pupils' welfare and act in their best interests.

The school takes persistent lateness in collecting a pupil very seriously. In extreme cases it can be considered as abandonment or neglect of the pupil, although we understand that occasionally delays are unavoidable.

In the event of a pupil not being collected, the school will make every effort to contact the pupil's parents, and if this proves to be impossible, will try to contact an alternative emergency contact, who is authorised by the pupil's parents to collect them on their behalf.

If we have not been notified and are unable to contact the emergency contact numbers, then the pupil will go to After School Care until 17:55.

If we have not been notified or have been unable to contact the emergency contact numbers by 17:55, it is our responsibility to contact the Social Services Emergency Duty Line, who will advise on and arrange next steps for the pupil's care.