



STREATHAM & CLAPHAM PREP SCHOOL

POLICY FOR COLLECTION OF CHILDREN (EYFS)

Person(s) responsible for this policy		Head of EYFS	
Last review by	S Dowler	Review date	September 2023
Date of next review		September 2024	

Staff *must* be informed if someone other than the parent or main carer is collecting a child.

In the case of someone else collecting a child the parent *must* verbally tell the class teacher who writes it down, or send an email if they do not see the teacher that morning. A photo of the person picking up is required if it is someone new. This needs to be done every time it is to be someone other than the parents or main carers.

In the case of separated parents the book needs to be signed if the main parent is not picking up their child.

If, in an emergency, someone else will be collecting your child, you *must* inform the office who will inform the FS staff *as soon as possible*. Describe the person to the staff and ensure they bring along some form of identification.

It is the parents' responsibility to inform staff, *in writing*, of access arrangements concerning their child. No EYFS pupil will be handed over to any adult if they have not been authorised.

The School has a duty under the Ofsted Day Care Standards to protect children and act in their best interests.

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

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

If we have not been notified and unable to contact the emergency number then the child will go to After School Care until 6.00pm.

IF WE HAVE NOT BEEN NOTIFIED, OR HAVE BEEN UNABLE TO CONTACT THE EMERGENCY NUMBERS BY 6.00 P.M., IT IS OUR RESPONSIBILITY TO CONTACT THE SOCIAL SERVICES EMERGENCY DUTY LINE AND THEY WILL TAKE RESPONSIBILITY FOR THE CHILD.