

## **5.23. 1 PICK UP POLICY (N-Y2)**

This policy is for all children in the Nursery through to Year 2 which includes EYFS.

### **Parents or known carers are responsible for collecting their child at:**

- 1pm for children attending the morning session at Nursery.
- 3.30pm for children attending all day in Nursery, Reception, Year 1 and Year 2 classes.
- 4pm for children attending paid extras who are not going on to ASC.
- 5.10pm for children attending After School Clubs (ASC).

Club pick-up points, depending on the club, are from outside the sports hall, the Nursery or the Harris Building.

### **Procedure in the event of a parent/carers failing to collect their child at the end of the day:**

- If a parent/carers or authorised person is not able to collect a child, they should arrange for someone else to collect their child. In this case the parent/carers should notify the school before the child is collected and provide the name of the person collecting their child. The school may ask for identity or the child's date of birth (password system).
- If no adult arrives the child should join the ASC while staff undertake the following:
- Check class 'Going Home book' to see if someone else was meant to be collecting the child.
- Check their school email to see if there is a message from the parent.
- Check with the School Office that they have not received a message from parents.
- Ring parents to find out what arrangements have been made for collection.

### **Staff should never:**

- take the child home with them.
- transport the child home.
- go in search of parents/carers.
- Staff should make a full written report of the incident.

If child is not collected from ASC then they should be taken to the School Office for parents to be contacted. If the parents cannot be contacted, then the Child Protection Area Designated person will be contacted. They will advise on the next course of action. Whilst this is happening the child will remain in the care of office staff or the boarding matron.

Head of N&PP will be kept informed.

### **What happens if someone else comes to collect a child:**

The school should not allow children to go with any unauthorised person without first speaking to the authorised parents or carers.

If a parent/relative who does not have legal custody of the child arrives and tries to take them the school should contact the child's legal guardian.

### **What happens if parents/carers appear unable to provide safe care for their child:**

If school is worried about the adult collecting a child in terms of being under the influence of alcohol or drugs or displaying behaviour that suggests they may not be in a fit state to safely look after the child the school will:

- Contact another family member to collect the child.
- Record the incident as a potential safeguarding concern.

**Person responsible:** AB

**Implementation date:** October 2008

**Revised:** January 2024