



Sacred Heart School

Collection of Children (EYFS) Policy

At Sacred Heart School we all aspire to provide a happy, safe and secure environment in which every child is encouraged to achieve their full potential.

This policy is applicable to pupils in EYFS.

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Early Years Foundation Stage (EYFS) Collection of children policy

Aims

The Collection of children policy and procedures aim to ensure:

- The safety and care of all children when they are collected from the Nursery and Reception classrooms.
- A clear framework of procedures to follow to ensure safety of all children when collected from Foundation Stage and in the instance of a child not being collected.

Legislation

This policy is based on requirements set out in the 2021 statutory framework for the Early Years Foundation Stage (EYFS)

Child collection policy statement

Children's safety is always maintained as the highest priority. Safety is prioritised to ensure children attending the Foundation Stage are safe and cared for through planning to minimise risk and to maintain safe practices. This policy is a statement of procedures and responsibilities for the collection of children to ensure their safety.

Child collection procedures Admission Arrangements

To ensure safe collection of children, staff, parents and carers must follow the procedures below when planning the collection of their children from the Nursery and Reception Classes. Prior to a child starting in Foundation Stage, they are requested to complete information about their child. This includes up to three emergency contacts. At the beginning of each term parents are given a form to complete to say which adults are allowed to collect their child from school.

Suitable People

A child will not be handed over to a different person unless the parent has given verbal or written permission for this to happen (or, in an emergency, if the parent rings the school and speaks to someone in the school office. If the person collecting the child from Foundation Stage is unfamiliar to staff, staff must verify they have permission to collect. If staff are in any doubt about the person collecting on any occasion, staff must contact parent/carer to verify identity /permission for the person to collect. If parent /carer cannot be contacted, staff will then telephone other people on the child's emergency contact list. If another designated person is not available, then social care or the police will be contacted.

It is the policy of Sacred Heart school that no person under the age of 16 years can collect a child from Foundation Stage. Persons under the age of 16 can collect children from the main school, but only with express permission from the Senior Leadership Team. If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the staff must inform the headteacher who will assess the situation. If it is felt that the parent/carer appears unable to take responsibility for the child, they will take appropriate action. This may include contacting another person on the emergency contact list/member of the family. If another designated person is not available, then social care or the police will be contacted.

Relationship breakdown of parents / guardians- collection of children

Sacred Heart school has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down. Unless there is a court order, of which the

Foundation Stage must have a copy, preventing one parent's contact to the child, we are legally unable to deny access. Should a parent of concern ask to access their child, we will contact the first parent to come to school as soon as possible, explaining this procedure and asking the second parent to wait. If there is concern about violent or aggressive behaviour from either parent, we will seek advice from the police and follow their recommendations.

Failure to collect a child

In the event of a parent / carer failing to collect a child the procedure set out below will be followed:

- The child is cared for safely in the Foundation Stage environment by an experienced practitioner. At least two practitioners will be present. Staff will ensure that the child receives a high standard of care in order to cause as little distress as possible.
- All contact numbers for parents/carers are repeatedly contacted and messages left.
- Further emergency contact numbers are tried
- If in the event of a child not being collected and no other contacts have been successful after an hour after the child's due collection time, Social Care and/or the police will be notified of a non-collection and the matter will be handed over to their care.
- Under no circumstances must a child be collected by a person not known by the school.