



St Paul's Nursery School and Children's Centre

# Policy for Collection of Children

## Rationale

We want to establish a safe and consistent collection and 'end of session' routine for all children.

This not only safeguards and protects children, but offers them a routine that supports their emotional well-being, relationships and learning.

Each child has a Keyperson that knows the child and family really well. Essential information about personal and family histories underpins all of our relationships with the child and parents/carers.

This relationship supports the sharing of essential information at collection time, gives an opportunity to talk about what is happening in the family and offer access and support from the Centre or other services and finding ways of keeping safe.

We recognise that this policy and procedures goes above the legal guidance because of the age and possible vulnerabilities of the children attending our Nursery School and Children's Centre.

Sharing expectations about the collection of children is part of our safeguarding responsibility and is a vital way of keeping children and families safe from harm.

## Procedures

### Authorised Collection Information

- Expectations around collection of children are discussed at Home Visits, Getting-to-know-you and settling-in sessions
- Parents/carers are asked to list all persons who are AUTHORISED and NOT AUTHORISED to pick up their child and this is recorded on the Membership Form, digital platforms ( Arbor/Famly) and administration lists at the front office
- We ask that all persons listed as authorised are OVER 16yrs of age. We acknowledge there is no legal minimum age for who can collect children but we recognise the age and possible vulnerability of the children in our care and set this limit as part of our safeguarding responsibilities
- Parents/carers are asked to provide a PASSWORD to support the safe collection of children in the instances when the keyperson/staff have not yet met the adults on the authorised-collection-list or there is a change of adult collecting the child
- Discussions around Parental Responsibility and our procedures around preventing unauthorised persons collecting children are talked over with parents/carers at this point
- NOT AUTHORISED collection lists are reviewed on a monthly basis as part of the DSLs ongoing monthly safeguarding monitoring and any changes are communicated across teams to ensure the safeguarding of children

## **End of Session Collection**

The 'end of session' routine is an essential part of your child's day and is an opportunity to celebrate their learning, share essential information, ask questions and share concerns with your child's keyperson/family group/wraparound practitioner.

- Each child will be collected by an AUTHORISED person
- The person collecting the child must inform the keyperson/staff member that they are leaving the setting with the child
- Parents/carers are encouraged to inform their child's keyperson about any changes in the routine or persons collecting their child at the beginning of the day or session; if this is not possible parent/carers are asked to phone the setting
- In the instances when the keyperson/staff have not yet met the adults on the authorised-collection-list or there is a change of adult collecting the child, the PASSWORD is requested
- If the keyperson has not had face-to-face confirmation or we have not had telephone confirmation of a change in person collecting your child or they are unable to provide the password, the keyperson/staff will call the parent/carer
- We will not allow any child to leave the setting unaccompanied or with a person who is not authorised by the parent/carer
- There may be circumstances when the adult collecting the child may not be in a fit state to provide safe care and we will request that another authorised person come and collect the child

## **Late Collection**

Punctual collection of children is essential and supports children's emotional well-being. However, we recognise that in certain circumstances parents/carers may be unable to collect their child on time. We know this may feel difficult or upsetting for the child, but in all circumstances we nurture and care for their emotional well-being, reassuring and supporting them to feel safe and secure.

- We request that parents/carers call the setting if they are unable to collect their child on time and are late for unseen circumstances or unexpected delays
- There may be some instances where a 'planned late collection' takes place but this must be confirmed by the child's keyperson or class teacher or member of SLT
- If a child has not been collected, the child's keyperson will call the parent/carer and discuss who will pick up the child and confirm the time of collection
- If a parent/carer is unreasonably late in collecting their child without contacting the setting to inform us of unexpected delays or is persistently late, the child's keyperson will discuss this with them to understand their circumstances and talk over possible solutions and offer support to ensure punctual collection arrangements; there may be times in which charges are made for late collection
- No child will be left unsupervised if a parent/carer or authorised person has not collected them

## **A child is not collected**

- If a child is not collected by 5.30pm ( or 4pm Friday ), two practitioners will stay with the child and contact the parent/carer to confirm collection arrangements and discuss reasons for non-collection
- If the parent/carer is not contactable, the emergency contact numbers and list of persons authorised to collect the child will be used to support collection

- SLT will be informed if neither the parent/carer, emergency contact numbers or the list of persons authorised to collect the child have not been able to be contacted. A member of SLT or senior practitioner is always at the setting
- If a child is not collected within ONE HOUR ( after expected collection time or 5.30pm or 4.00pm Friday ) the DSL and HEAD TEACHER must be informed AND EMERGENCY DUTY SOCIAL CARE TEAM must be informed and advised of the circumstances
- Essential information will be shared with the Duty Social Care Team
  - Child's details
    - Name(s)
    - Date of birth
    - Address
    - Gender
    - Ethnicity
    - Religion
    - Language spoken
    - Special dietary needs
    - SEN/behavioural difficulties/medical needs
  - Parent/Carer Contact Details
    - Parent/carer/alternative carer details
    - Name(s)
    - Address(es)
    - Home/work/mobile telephone number(s)
  - Any current or previous child protection concerns ( as appropriate )
  - Any previous incidents of not being collected from school
- If the child has an allocated social worker they will be contacted by the DSL
- The Duty Social Care Team may carry out additional checks and attempts to contact parents/carers but if this is not successful they will normally make a decision to assume care of the child and arrange for the child to be taken to a place of safety

**SOCIAL WORK : EMERGENCY DUTY TEAM 01454 615 165**

**BRISTOL FIRST RESPONSE 0117 903 6444**

**BRISTOL EAST/CENTRAL SOCIAL CARE OFFICE ( WELSMAN ) 0117 903 6500**

Refer to the following policies and guidance :

- St. Paul's Nursery School and Children's Centre Safeguarding and Child Protection Policy
- St. Paul's Attendance and Punctuality Policy