



## EYFS Arrival and Departure Policy

### Aim of the policy:

The aim of this policy is to ensure the safe delivery and collection of children being cared for and educated on our premises. We want parents to have confidence in their children's well-being and children to feel safe and happy in the setting.

### Arrival:

- Parents or carers are required to drop off and collect their child at the specified times given unless in exceptional circumstances when prior agreement is given by the EYFS Manger.
- Children arriving into school will be delivered into the care of a member of the EYFS setting.
- Parents/carers are encouraged to bring children in from 7:45am to 8:00am for Nursery (AM) and Reception and from 12:00pm for Nursery (PM)
- A member of the school staff will 'meet and greet' the children and parents at the door at the start of the day and a member of EYFS staff is always available to answer any questions.

### Departures:

- The school day ends for Nursery (AM) at 11:00am.
- The school day ends at 3:00pm for nursery and Reception.
- Parents/carers of children are asked to provide the following information:
  - *Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from school.*
  - *Who has parental responsibility for the child?*
  - *Information about any person who does not have legal access to the child.*
  - *Persons who have been recorded on the 'Collection Form' will be permitted to collect children if parents/carers are unable to do so or if they are not present at the normal collection time.*
- The school requires the named adults to be over the age of 18 years in order to collect children in their absence or in the event of an emergency.
- The child will not be permitted to leave the school in the care of a person under the **age of 18 years**, or who presents inappropriate behaviour towards any member of staff.
- If the child is to be collected by someone other than the parent/carer, staff must be told and it should be recorded at the start of the day. The adult who will collect the child: -
  - Their name must be mentioned on the application form,
  - Is known to our staff,
  - must be **18 years of age or older**,
  - Should know the password set by parents.
- If an adult who isn't on the application form arrives at the setting to pick up a child, the school must ring the parent/carer immediately.



- A password system is used to identify a person not known by staff. Only with prior arrangement and clear details from the parent/carer will a child be released to an unknown person, such as a family member or friend.
- The parent/carer must telephone the school straight away if they are likely to be late collecting their child. There will be a charge for late collection of £10 for every lateness as per our attendance policy.

**Procedure in the event of failing to collect a child:**

Our school will follow the below procedure:

- If a child is not collected at the end of their allocated session (regardless of operational hours) then contact will be attempted by the given telephone number for the day then proceed to the telephone numbers stated on the application form.
- If the child has not been collected after 20 minutes after the school has closed then the staff will be required to contact a senior member of staff for advice.
- Two members of staff will stay with the child until contact has been made and arrived to collect.
- After 45 minutes whether it is the end of the allocated session or school closure and the parent/carer cannot be traced through any of the emergency contact numbers on the application form. This will then be treated as a Child Protection issue and staff will be expected to document the event in a safeguarding form.

*Policy Reviewed: September 2022*

*Next Review Date: September 2023*