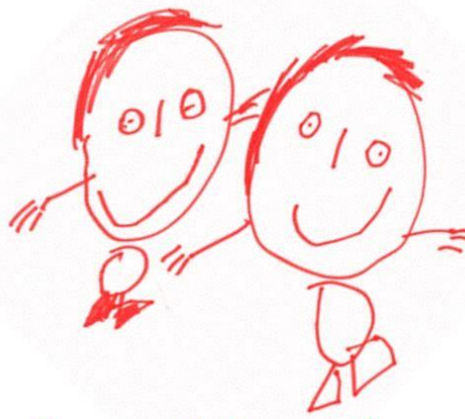




**Stockingford
Nursery School**

COLLECTION OF CHILDREN POLICY

Passed and adopted by Governing Body:

Signed: *R. L. King*

Dated: July 2026

Next Review: July 2027

Collection of Children Policy

The safe and timely collection of children from our school is important for the wellbeing of all. Parents/carers therefore need to ensure that they are aware of the start and finish times for their child whilst at the Nursery School and aim to be punctual.

- Children may only be collected by their parents/carers or other people with written parental permission that have been identified on their child's collection form and an assigned personal password for the child allocated to them. **This will not automatically include the people listed as emergency contacts, unless we have written permission for them to also collect.**
- It is vital that parents only provide regular updates on any changes to their contact details, including current telephone numbers, addresses and collection adults. Parents will be asked to review their data sheets and collection forms at the beginning of each academic year.
- If parents/carers are going to be late or are unable to collect the child themselves they should contact the Nursery School as soon as possible to let us know. If possible, it is useful for the school to be informed at the beginning of the session or notified in advance so that the staff and child are prepared for any changes. Another person may collect the child providing the nursery have been updated and they give a password which has been pre-arranged with the parents/carers. If this is communicated by phone, a member of the Nursery staff team will call you back to confirm this is an authentic call and to verify that you are the parent/carer. A description of the person to collect if they are not known to staff will be requested and consent will be sought from the parent/carer. A photograph sent to parents1041@welearn365.com is also useful to verify new collection adults or alternatively you may be encouraged to invite a new collection adult to share ID at nursery when collecting for the first time.
- Parents are requested to let staff know of changes to collection **as early as possible, ideally at the start of session but no later than 15 minutes before the end of session.** If staff are notified later than this, then the person collecting may need to wait whilst parent consent is confirmed by the teacher after other children have safely been dismissed at the end of the session.
- If parents' consent cannot be sought, on a case-by-case basis the Headteacher or Lead teacher will make the decision as to whether the child can be released to the adult based on the circumstances presented (for example, has the adult picked up before, do they know the password, do we know that the parent/carer is attending a meeting, do we know the parent/carer is unwell etc). This decision and the reasoning behind the decision will be logged on CPOMS and followed up with the parent/carer to make improvements in the future.
- It is the responsibility of the parents/carers to inform Nursery School staff of any relevant legal information regarding the collection of their child and to provide the Nursery School with a copy of any relevant documentation including court orders or safety plans.

- Children will not be allowed to go with anyone unknown to the Nursery School unless this is pre-planned and expected or who does not give the correct password decided by the parents/carers. If possible anyone new to collecting the child should be introduced by the parents/carers. If we have **any** concerns regarding the authenticity of the adult concerned, we will verify their identity with the parents/carers. If concerns still remain or we are unable to contact the parents/carers, the Designated Safeguarding Lead (DSL) or DSL Deputy for Child Protection will be informed, and a decision to release the child will be made on a case-by-case basis.
- If a parent arrives to collect and is not considered to be in a fit or safe state to be caring for the child, staff will refer the matter to the DSL or Deputy DSL. See also Stockingford Nursery School's Adults collecting children under the influence of drink and/ drugs policy.
- If a child remains uncollected the uncollected child procedure will take place.
- Young people under the age of 16 years will **only** be permitted to collect a child on a case-by-case basis and with the prior agreement of the Headteacher or Lead teacher.

Uncollected Child Procedure

If parents or carers fail to collect their child from Stockingford Maintained Nursery School the following procedure will be actioned by staff:

- Every effort should be made to contact the child's parents/carers by text, phone call, school app or email.
- Emergency contacts would be contacted to ask if they know the whereabouts of parents/carers.
- A doorstep safe and well visit by 2 members of staff may be conducted.
- If it is not possible to contact any of the above people then Warwickshire Children and Families Family Connect should be informed on 01926 414144.
- It will be up to the Children and Families Family Connect to decide the next step including whether or not the police need to be informed.
- During this time a member of staff who the child knows will provide reassurance and never leave the child alone unsupervised.
- If the parents/carers or other designated person cannot be contacted further actions will be in partnership with the Children and Families Family Connect or the Police until the situation is resolved.