

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)

Procedure in the event of a parent/carer failing to collect their child at the end of the day

- If unknown adult arrives to collect a child staff should ask them for the child's date of birth before releasing the child and making a note of the adult's name and contact number in the class 'Going Home book'
- 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 with School Office that they haven't received a message from parents
- Ring parents to find out what arrangements have been made for collection-all parent contact numbers are on pupil's page on Markbook.

If child is not collected from ASC then they should be taken to the School Office for parents to be contacted. If parents cannot be contacted then the Child Protection Area Designated person will be contacted on 0845 762677. They will advise on the next course of action. Whilst this is happening the child will remain in the care of office staff or boarding matron, whoever is on duty. Head of N&PP will be kept informed.

Person responsible: AB

Implementation date: October 2008

Revised: February 2011, September 2012, September 2013, September 2015, January 2017