



Fairfield Nursery School

Collection of children policy including late and non-collection



At Fairfield nursery School we have a duty to always safeguard our children. To ensure the correct adult collects our children, the school has a password system. When children start nursery, parents are requested to share a secret password. If there is an occasion when an unknown adult is collecting, parents need to provide them with the password (secret word). Parents are asked to give the nursery prior notice of this. All adults who are unknown by the nursery staff will be asked for the password. If an adult presents himself or herself at nursery without knowing the password, they will not be allowed to leave the building with the child. Staff will endeavour to contact the child's parents to resolve the situation.

Fairfield nursery school do not allow minors under the age of fourteen years to collect children.

We appreciate that there may be times when the late collection of children is unavoidable, we will do our best to support parents/carers, however this late collection policy applies in all circumstances.

It is parents/carers responsibility that their child is collected promptly at the end of their session. We ask that if parents/carers are aware that they will be late please contact the nursery as soon as possible to inform us. If parents are unable to collect their child they must make alternative arrangements for collection and inform school also ensuring the person collecting has your child's unique password.

If a child is not collected on time two members of staff must remain with the child until the child has been collected due to Safeguarding and Health and Safety reasons.

If parents/carers are late in collecting their child, the key worker will record this. After several occasions of parents/carers making late collections the headteacher will discuss this issue with the parent/carer. If the late collection continues then the nursery will charge the parent for the time they remain in school. This will be for the hour or part of the hour.

If your child's session time is not suitable for your family circumstances, please speak with your child's key worker or headteacher and we will do our best to help.

Please inform nursery immediately of any changes to telephone numbers and those of the authorised persons allowed to collect your child.

In the unlikely event of a child not being collected from the nursery, the following procedure applies:-

- Teacher to notify the headteacher.
- Administrator, teacher or key worker to telephone the available contact numbers on the child's information form.
- If the parents are not contactable the emergency contact persons will then be contacted.
- Two members of staff, one being the teacher or senior staff will remain on site with the child at all times, giving them reassurance.
- Every effort will be made to contact all authorised adults on the child's information form.
- If no contact has been made either with a parents or emergency adults within one hour from the time the child was due to be collected the school will contact the police and Social Care.
- Ofsted will also be notified to inform them of the situation and will keep them informed as progress is made.

Telephone numbers

Social Care 0300 123 6720

Ofsted 0300 123 1231

Police 01254 353749