



Mission Statement
 “A Caring Christian Family Where We Grow Together”

EYFS COLLECTION PROCEDURE

Effective Date: 01/04/2017

Review Date: September 2024 Annual

Review Date	Signed Head Teacher	Signed Director RCSAT
08/09/2018	<i>J. L. J. J. J.</i>	<i>P. B. B. B.</i>
13/09/2019	<i>J. L. J. J. J.</i>	<i>P. B. B. B.</i>
15/10/2020	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/2021	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/2022	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/23	<i>J. M. Badger</i>	<i>P. B. B. B.</i>

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/04/2017
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT



1. Implementing the Procedure

1.1. Responsibilities

- 1.2. The Executive Headteacher shall have overall responsibility for the implementation of this Procedure and shall ensure that all aspects of the procedure are managed appropriately.
- 1.3. To facilitate this, the Executive Headteacher has designated named staff and governors to manage aspects of this procedure, including co-ordination and health and safety governance overview, reporting any issues to the Executive Headteacher.
- 1.4. The named persons are detailed in Appendix 1 of the procedure.
- 1.5. The object of this procedure shall be to ensure that children are safely and appropriately transferred from the care of the school to the care of their parents/carers at the end of the school day.
- 1.6. Staff shall use this procedure to ensure the safety of children in their care.

2. Arrangements for this Procedure

2.1. Drink and Drugs:

The school takes its responsibility for every child in our care very seriously. The school is obliged to report anyone they feel is incapable of driving a vehicle and are a danger to others.

- 2.1.1. If staff suspect that a parent/carer arriving to collect a child may be under the influence of drink or drugs, staff shall refuse them entry to the school and report their concerns to the Principal/nominated member of staff (in Principals absence).
- 2.1.2. The Principal/ nominated member of staff shall discuss the concerns with the parent/carer and should she feel the person is incapable of taking responsibility of the child, she shall refuse to release the child into his /her custody.
- 2.1.3. The Principal/ nominated member of staff shall call the emergency contact listed on the registration form.
- 2.1.4. If the situation cannot be resolved in a reasonable manner, the Principal/ nominated member of staff shall arrange for the police to be called.
- 2.1.5. If the police are called, the Principal/nominated member of staff shall arrange that Social Services are advised.

2.2. Uncollected children:

In the event of a child being left or not collected from school by the allocated time, every attempt will be made to ensure that the child is collected, who shall be reassured and cared for during this period:

- 2.2.1. Staff shall attempt to contact the parent/carer,
- 2.2.2. If unsuccessful, staff shall telephone the emergency contact listed on the registration form,
- 2.2.3. If after 30 minutes of the closure of the session, the child has not been collected, staff shall contact Children's Schools and Families Services.
- 2.2.4. The child shall then be cared for by Social Services and a sealed note providing contact details shall be left on the door of the School building.

2.3. Severe weather conditions.

- 2.3.1. In the event of heavy snow and blizzards or other severe weather conditions overnight, parents shall be alerted to any school closure via text message. A newsflash alert will also be added to the school website.
- 2.3.2. If severe weather occurs during the day and the decision is made to close the school, staff shall advise parents/carers as soon as practicable.
- 2.3.3. Children shall be reassured and cared for until they are collected from school.
- 2.3.4. Parents shall keep the school advised of any changes in contact details.

3. Record Keeping

3.1. The following records are kept in the school office:

3.1.1. The notes and actions from any incidents relating to the procedure shall be held in the individual child's school file.

**Appendix 1
RESPONSIBILITIES**

Area of Responsibility	Person Responsible
Overall responsibility	Executive Headteacher
Co-ordinator in School – Bunbury	EYFS Teacher
Co-ordinator in School – St Oswald's	EYFS Teacher
Co-ordinator in School – Warmingham	EYFS Teacher



**Appendix 1
RESPONSIBILITIES**

Area of Responsibility	Person Responsible
Overall responsibility	Executive Headteacher – Fiona Todd
Co-ordinator in School – Bunbury	EYFS Teacher - Elaine Crotty & Louise Brown
Co-ordinator in School – St Oswald’s	EYFS Teacher – Alison Tomlinson
Co-ordinator in School – Warmingham	EYFS Teacher – Mrs Rigden

