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Policy on collection of children from the foundation Stage

Aim

To ensure that only authorised adults collect children from our care, in line with our commitment to safeguarding children.

Procedures

When your child first starts in the Foundation Stage with us we require that the following information is recorded in our collection file;

- Parents/carers home address and telephone number
- Mobile phone number (if applicable)
- Place of work & telephone number (if applicable)
- Names, telephone numbers of adults who are authorised by the parents to collect their child from the Foundation Stage. For example a child-minder, family friend or family member e.g. grandparent
- Information about any person who does not have legal access to the child.
- Parents/carers are also encouraged to set up a password with Foundation Stage staff, which they share only with adults who they have authorised to collect their child.

Parents are responsible for informing the Foundation Stage staff at West Oxford of any changes to contact information regarding collection of their child as soon as possible.

Collection by an adult unknown to staff

Parents/carers **must** give authorisation for an adult unknown to Foundation Stage staff, either in writing or verbally, via your child's teacher or/and the school office. **Where possible please introduce this person to your child's class teacher before collection.**

Authorising older siblings to collect children from the Foundation Stage

We do not allow parents/carers from having anyone below the age of 17 as an authorised person to collect their child from foundation.

Collections procedures for parents/carers and authorised adults.

A staff member who does not recognise a parent/carer will ask for the adult's name, their relationship to the child and the child's collection password. Providing the parents/carers/adults details match the information on file/in the collection book and they give the correct password, they will be authorised to collect the child.

Procedure for un-authorising an adult from collection

Parents/carers are responsible for informing the Foundation Stage of any changes to contact information regarding collection. If a parent/carer chooses to remove an adult from their list of authorised collections they must inform the school immediately to ensure the security of the child. The details of the adult will be deleted from the 'collectors' book. With the consent of the child's parents/carers the name and description of the adult no longer authorised to collect the child will be shared with staff to ensure the adult is not given access to the child. The password will be changed.

In the event that an unauthorised adult attempts to collect a child, staff will contact the child's parents/carers immediately. The unauthorised adult will be asked to leave the premises.