



Safeguarding children

1.9.3 Drop off and collection of children by parents: policy and procedures

Policy statement

Ensuring the safety of the children at drop-off and collection is of the utmost importance. Our procedures are designed to keep the nursery ordered and calm when parents are in the building.

Arrivals procedure

Step 1 – Coming into the building

- Parents can knock on the door on their arrival from 8:00am onwards, or if we are operating it, for the early drop off, from 7:45am. (If this service is running it incurs an additional charge and needs to be booked in advance).
- A member of the team will always come to open the door.
- Parents should never come into the building unless a member of staff lets them in. So if another parent opens the door to come out, or to let you in, please do not enter. We insist on this because we must know who's in the building at all times.

Step 2 – Leaving your child

- Parents hand over their child at the door. (The over 2s are taken to their peg in the entrance hall so that they can hang up their coat and bag. Mini Monties are handed over to a member of the Minis' team at the gate into the Minis' area).

Step 3 – Leaving the building

We must be sure the front door is shut when parents leave the building. This is obviously very important so please, please always adhere to the following rules:

- Parents must always be accompanied by a member of staff, or seen out by a member of staff, when they leave the building.
- Between 7.45am and 8.00am, all parents leave the building on their own. They are escorted to the classroom door as they leave by a member of staff who watches from there to ensure the parent leaves and shuts the front door properly.
- Between 8.00am and 9.00am the Manager or Deputy Manager will shut the front door as parents and their children come and go.
- At all other times the staff member who opens the front door is responsible for ensuring that it's shut as parents leave. They accompany the child into the classroom and stay with the parent until they leave, shutting the front door as they go.



- If the member of staff who's opened the door can't stay with the parent they must ask a colleague to walk out with the parent and shut the front door. (In most cases, they will ask the senior leading the classroom to walk the parent out of the building.)
- Parents also have a responsibility to ensure they leave the building with a member of staff. If, for example, a parent settles their child for a period of time, they must ask a member of the team to follow them out and shut the front door behind them.
- Once the child is in the room the senior leading the classroom records the child's time of arrival in the register.
- From the moment parents leave the classroom we have full responsibility for the child.

Collections procedure

Collecting at the 1 o'clock door

- All children going home at the end of the morning session (whatever their age) are escorted into the entrance hall by two members of staff.
- The door is opened at 1:00pm by a senior member of staff and children are called by name individually and handed over to a parent or authorised adult.

Collecting at any other time

- Parents of children who attend in the afternoon (irrespective of the child's age) can knock on the door to be let into the entrance hall. (Please try to avoid calling between 4:00pm and 4:30pm as this is when the children are eating and usually they don't like to miss their tea!) The staff member who opens the door ensures that it is shut again before leaving to fetch the child.
- Parents wait for their child to be brought to them in the entrance hall.
- The child will be escorted from the classroom to the entrance hall by their key person or key buddy who will give a verbal handover. If the child is under 2 the care diary on Tapestry will also give you some information on how we've cared for your child. The key person waits with the parent until they are ready to leave and ensures that the front door is shut behind them as they leave.
- The key person should encourage the parent to leave the building if they need to get back to the classroom. If the key person can't wait any longer they should go back into the classroom and tell the senior in the room, who will have to go out into the entrance hall if ratios allow. If not, the parent will politely be asked to leave the building. We should not leave parents in the entrance hall unaccompanied.
- Artwork will be in the children's art bags on their pegs and can be accessed and emptied at any time. (Parents – please leave the bag on the peg.)
- The time of the child's collection is recorded in the register by the senior member of the team in the classroom.
- Once the child has been handed over they become the parent's responsibility.

Late collections

- Children must be collected no later than the time the session ends (1:00pm or 6:00pm).
- If a parent knows they are going to be late they should call the nursery to tell us.
- Staff cannot be responsible for children outside nursery hours as our insurance and OFSTED regulations don't allow for it. Also, please bear in mind that staff often have trains and buses to catch.

- Anyone arriving late to collect their child on a regular basis will be charged additional penalty fees. However, this does not constitute a care service and should not be seen as such.
- Staff record all late collections in the classroom diary.

This procedure was amended on:

Reviewed date	Name	Signature
September 2015	Stuart Watt	
May 2016	Stuart Watt	
August 2016	Stuart Watt	
September 2016	Stuart Watt	
April 2017	Stuart Watt	
April 2018	Lindy Baldwin	
August 2018	Lindy Baldwin	
April 2019	Lindy Baldwin	
May 2019	Stuart Watt	
January 2020	Stuart Watt	
January 2021	Stuart Watt	
January 2022	Stuart Watt	
March 2023	Stuart Watt	