



Child Collection Policy– Early Years

Reviewed by:	Isabel Mouzo– Head of EYFS	September 2025
Approved by:	Trish Watt -Headmistress	September 2025
Governor Approval:	Suzie Longstaff	September 2025
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Policy Statement

In the event that a child is not collected by an authorised adult at the end of a session, Eaton Square Prep School puts into practice agreed procedures. These ensure the child is cared for safely by an experienced member of staff who is known to the child, ensuring as little distress as possible is caused to the child.

This Policy is aimed at parents of children in the school's Early Years classrooms. This includes the Nursery and Reception classes.

Information & Notifications

Parents of children starting in the early years are asked to provide specific information, which is recorded by Eaton Square Prep. School, including:

- home address and telephone number – if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative;
- place of work, address and telephone number (if applicable);
- mobile telephone number;
- names and telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a child minder, nanny or grandparent; and two emergency contact numbers.
- information about any person who does not have legal access to the child; and
- who has parental responsibility for the child.

On occasions, when parents are aware that they will not be at home or in their usual place of work, they must inform Eaton Square Prep. School about how they can be contacted.

When the parents, or the persons normally authorised to collect the child, are not able to, they must inform the school of the name and telephone number of the person who will be collecting their child. Eaton Square Prep. School will agree with parents how to verify the identity of the person who is to collect their child, for example by requesting the person's name and photo by email or using a password system. For a regular arrangement, parents are required to provide detailed contact information to be recorded on the child's file.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number.



Procedures

All Early Years classes complete an arrival and dismissal chart where the time of entry and exit to the school is made note of. This includes who the child has gone home with and/or where they have gone.

If a child is not collected at the end of the session, the staff will follow the procedure below:

- Emails are checked for any information about changes to the normal collection routines.
- If no information is available, the parents are contacted at home, at work or on their mobiles.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting and whose telephone numbers are recorded on the file are contacted.
- The child will not be permitted to leave the premises with anyone other than the parents or one of the people authorised by the parents.
- All reasonable attempts will continue to be made to contact the parents or an authorised person. If the child has not been collected one hour after the end of the school day and the school has not been able to contact anyone to collect the child, the procedures for uncollected children will be followed.

Procedure for Uncollected Children

The local authority social services department will be contacted. The local authority social services department will aim to find the parent but if they are unable to do so, the child may be admitted into the care of the local authority in accordance with the local authority's advice and procedures.

The child will stay at the setting in the care of two members of staff until the child is safely collected either by the parents, an authorised person or by a social worker.

Under no circumstances will Eaton Square staff go to look for the parent, nor will they take the child home with them.

A full written report of the circumstances will be recorded in the child's file.

Eaton Square reserves the right to charge parents for the additional hours worked by our staff if the child is not collected at the agreed time.