



All Saints C of E  
Infant and Nursery School

Selston C of E  
Infant and Nursery School

# Arrival and Collection Policy

September 2022

*Opening hearts and minds through the  
grace and love of God*

# **ALL SAINTS CHURCH OF ENGLAND (VA) INFANT AND NURSERY SCHOOL**

## **SELSTON CHURCH OF ENGLAND (VC) INFANT AND NURSERY SCHOOL**

### **MISSION STATEMENT**

*Opening hearts and minds through the grace and love of God*

At All Saints Infant and Nursery School and Selston Infant and Nursery School children always come first and we try to nourish, challenge, prepare and inspire them within a Christian ethos.

We believe in valuing all who contribute towards the successful running of our schools including children, parents, carers, governors, teaching and non-teaching staff.

This Mission Statement lies at the heart of our schools' aims. It is the philosophical basis for all of the schools' policies and through these, for everything that happens in and round our schools. Our aspiration is for everyone at All Saints and Selston to:

- feel happy, secure, safe and valued at school
- develop a growing awareness of their own inner self and spirituality, and of the power of the Christian faith to transform lives
- develop healthy relationships based on care, trust, compassion and forgiveness
- show acceptance for and understanding of others who may have different beliefs or needs
- strive for the highest standards of achievement, developing the confidence and skills to be independent, motivated and self-disciplined learners
- have a positive approach to life, contributing to the well-being of the community and building hope for the future

We hope that children will leave our schools with open hearts and minds, ready to respond to the opportunities that lie before them and to experience the joy of life in all its fullness.

## **Arrival and Collection Procedure in Nursery**

### **Arrival**

- Children must remain with their parents/carers until nursery opens at 8.30am
- At 8.30am the nursery door will be opened by a member of staff. At the All Saints Centre, the doorbell should be used should a staff member not be visible. The staff member will mark down the time of arrival of each child.
- The main door will be locked either when all the children have arrived or at 8.40am; whichever occurs first.
- Once all the children have arrived by about 8.50am, the register will be taken.

### **Late arrivals**

- A member of staff will greet any late arrivals at the nursery door and welcome the child into the nursery.
- Parents/carers will not be invited into the nursery, unless the child is particularly distressed.
- The register will be updated with the child's arrival.

### **Collection**

- At 11.30am, a staff member will open the main nursery door and dismiss each child one at a time to their parent/carer.
- If someone other than the parent/carer collects a child, staff must be informed prior to collection as children will not be released to an unauthorised person. A password system will operate between the staff and adults collecting a child. Parents/carers will be informed of this during transition to nursery meetings.
- The staff member will remain positioned by the main door to ensure that no child leaves the premises without a responsible adult.
- Once the child has left the nursery with their parent/carer, the child becomes the sole responsibility of the parent/carer and not the staff.

### **Late collection**

- If parents/carers know they will be late to collect their child, they should notify the relevant school office as soon as possible before the collection time and arrange for the emergency contact to collect their child. Any children who are not collected must remain with staff until the parent/carer arrives. Staff will supervise this.
- If there is a significant delay, a member of staff will telephone the parents/carers to ascertain any reason for the delay.
- Another member of staff will remain with the child.
- If a parent/carer is not contactable, a member of staff will ring the emergency contact number provided by parents/carers and remain with child until the emergency contact arrives.

- Should the parents/carers and the emergency contact still not be available, the nursery teacher, along with the head teacher, may make the decision to contact children's social care. The head teacher will also contact the chair of governors for additional support.

### **Arrival and Collection Procedure in School**

- Children must wait in the playground with their parents/carers until the school bell is rung at 8.30 (All Saints)/8.40am (Selston).
- Children will then calmly and sensibly enter the school building. Lining up is not required.
- At 8.40/8.50am the school door will be closed by a member of staff. After that time, parents/carers will need to use the doorbell if a staff member is not visible.
- At 8.50am, the register will be taken.

### **Late arrivals**

- A member of the office staff will greet any late arrivals at the main entrance and welcome the child into school.
- Office staff will escort the child to their classroom.
- The register and dinner register will be updated with the child's arrival.

### **Collection**

- At 3.05 (Selston)/3.10pm (All Saints), class teachers will lead their children out in to the playground.
- Class teachers will release children one by one to their parents/carers on visual contact with the adult.
- If someone other than the parent/carer collects a child, staff must be informed prior to collection as children will not be released to an unauthorised person.
- As the children leave school with their parents/carers, staff members will be extra vigilant to ensure that no child leaves the premises without a responsible adult.
- Once the parent/carer and child have left the school premises, the child becomes the sole responsibility of the parent/carer and not the staff.

### **Late collection**

- If parents/carers know they will be late to collect their child, they should notify the relevant school office as soon as possible before the collection time and arrange for the emergency contact to collect their child. Any children who are not collected must remain with staff until the parent/carer arrives. Staff will supervise this.
- If there is a significant delay, a member of staff will telephone the parents/carers to ascertain any reason for delay.
- Another member of staff will remain with the child.

## **Drug and alcohol misuse**

If anyone collecting a child from the setting is deemed to be under an altered state due to the influence of alcohol or drugs, the staff will have concerns for the child's welfare. Staff may take the following steps:

- Staff will, if possible, approach the adult and explain their concerns in a private area.
- Staff will offer support where possible by offering to contact family or friends to ensure that the adult and child get home safely.
- Should the adult collecting the child decline the help offered, staff may take further action if they are still concerned. This may involve contacting the local police for further assistance.
- Staff will endeavour to record the following information to pass on to the police or children's social care team; name of person collecting child, time of departure, car registration and anticipated destination address if known.
- Staff will record any instances where drug or alcohol misuse is suspected and records will be passed to the relevant Designated Safeguarding Lead (DSL) for necessary action.
- Records will be locked securely at school where they will be held for 21 years.