



Collection and Dropping Off Policy

EYFS

Date for Review	July 2027
Signed:	Principal

The people responsible for monitoring and reviewing these procedures at the Sir Donald Bailey Academy are Jo Knapp and Louise Hopper.

1. Introduction

This policy is part of the academy's policies for safeguarding children. The policy sets out information on how to welcome each child on arrival and ensure that children depart safely at the end of their session.

2. Arrivals

On arrival to the setting, an adult registers the children using the electronic register (Arbor). In Foundation 1 (F1) and Preschool (PS), children are due to arrive for drop off between 8.30–8.40 and 12.30–12.45, depending on the session they are attending.

3. Departures

The staff will ensure the safe departure of children at the end of the session. In F1 and PS, children are to be collected between 11.30–11.45 or 3.15–3.30, depending on the session they are attending.

The staff will hand over to parents or carers directly and must be completely satisfied that the adult collecting the child is authorised to do so. In the event of staff illness, and the use of cover arrangements, a member of staff who is familiar with the parents/carers will supervise collection of children.

Children's parent/carer is to inform school if a child is to be collected before the end of the session. On arrival to school to collect the child, the parent/carer will report to the office. A member of the Team will then take the child to the school reception, or the parent/carer is to come to the provision door to collect directly from the classroom as directed by the office staff.

Children's parents/carers are to inform the class teacher or the office if someone else is due to collect, otherwise the adult collecting needs to be listed on the child's Arbor with permission to collect.

Only adults (aged 16 years and over – and with suitable identification) will be authorised to collect children.

No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

4. Building relationships and supporting good communication

The children's key workers, teachers and support staff are available to communicate with parents/carers during the drop off and collection period, sharing information between home and school. This creates the feel of an 'open-door policy', encouraging open communication, feedback and discussion about children and their experiences.

If parents/carers wish to speak with their child's key worker or teacher for longer or in more of a private environment, then they can arrange a meeting or phone call.

5. Pre-School and F1 Gate

In the morning, the gate leading to Pre-School and F1 is open at 8.30–8:45. For the first collection, the gate is open at 11.25–11.40.

In the afternoon, the gate is open at 12.30–12.45 for F1 and PS drop off and again at 1.00-1.15 for Pre-School drop off.

For collection, at the end of the day, the gate is open 3.15-3:30.

6. Late Arrivals

If a child arrives after the drop off period, the office needs to be informed. Children arriving after the gates have closed must enter school via the school reception and register with the office staff.

If a child does not arrive in time or attend the session, the office staff will seek information from parents/carers as to why the child is absent. Where there are concerns the member of the office team will liaise with the safeguarding lead and ensure this is logged appropriately on CPOMs giving access to the EYFS Lead. The office are to notify the Jo Knapp/ DSL if looked after children (LAC) and children with Child Protection (CP) plans are absent.

7. Late Collections

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this as soon as possible. If no one arrives to collect a child and the parent cannot be contacted by 4pm (or has not themselves ensured communication with school) or in the case of after-school club within half an hour of the end of the club finishing for the evening, the school will contact social services to inform them we have an uncollected child on the premises. Where contact is made about lateness staff are vigilant in noting any patterns and pass on concerns to the DSL.