

Adopted:	September 2026
Next review:	September 2028
Approved by:	Governing Body
Responsibility of:	Jonelle Yeoman
Local Authority or School Policy:	LA



Brougham Street Community Nursery School Collection and Walking Home Procedure

General Statement

This establishment recognises that it is essential to ensure all pupils are safe when they leave Nursery School at the end of the day. For many families, arrangements need to be flexible, and it may be that a number of people care for the child after Nursery School. For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils.

Legal Position

There are no laws on who can and can't collect pupils from Nursery School.

Parents are responsible for their child's safety outside of the school grounds.

General Arrangements

- The Nursery School day ends at 3pm.
- Babies will be collected from their room, Toddlers will be collected from their room and Nursery School children will be collected from their room. All children will leave through the main entrance.

Nursery School handover arrangements: e.g.

- Nursery School – escorted from classroom to parents/guardians
- Toddlers – escorted from classroom to parents/guardians
- Babies – escorted from classroom to parents/guardians

Collection Nursery School Setting

- Parents/Carers will be asked at the start of the Nursery school year to formalise collection arrangements in writing. This will include:
 - A list of people authorised to collect child from Nursery school.
 - Arrangements for specific days where known e.g. childminder to collect on a Wednesday.
 - Confirmation of any persons **not** allowed to collect pupil from Nursery school.
- Nursery School will ensure pupil's emergency contact info is updated to include those allowed to collect pupil from school.
- Nursery School will not allow anyone who's not listed as authorised collect a pupil without contacting the parents to verify their identity first.
- Nursery School will contact parents/carers who have not provided school with relevant collection arrangements/consent.
- The doors will be opened for parents/carers to collect children no earlier than 2.55
- Class teachers and room leaders will escort the children to the areas within the rooms and will wait with children to be collected.

- Staff to pupil ratios will be maintained during the collection process including statutory ratios in relation to EYFS pupils.
- **It's legal for someone under 16 to collect a child from Nursery school, this needs to be agreed with the parent of the child. We would suggest that no one under the age of 15 collects their younger siblings unless arranged with the Headteacher.**
- Parents/carers to inform school in advance in regards to any changes in collection arrangements, such as medical appointments.
- Relevant staff will be made aware if a child is going to be collected during the day, and who is collecting them.
- Staff can ask to see identification if uncertain over a collecting adults' identity.
- If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:
 - A staff member will take the pupil to the Nursery school office.
 - The pupil's parents/carers will be contacted for further advice.
 - A member of the SLT will be made aware of the situation.
 - If the pupil's parents/carers are not contactable, the standard procedure for non-collected children will be followed.

Walking Home from School unaccompanied

- **Children from Brougham Street Community Nursery School will not be allowed to walk home unaccompanied at any point in time.**

Tea Club

- Tea club finishes at 5.30
- Collection from Tea Club will be from the main rooms: Babie, Toddlers or Nursery School.
 - Nursery School handover arrangements: e.g.
 - Nursery School – escorted from classroom to parents/guardians
 - Toddlers – escorted from classroom to parents/guardians
 - Babies – escorted from classroom to parents/guardians

Late Collection

- Parents/carers to notify Nursery School at the earliest possibility to make aware if going to be late to collect.
- Children will be supervised at all times and appropriate staffing ratios will remain in place.
- If a child has not been collected a staff member will be monitoring the office phone in case of contact.
- We will contact parents/carers if a child has not been collected at the expected times. If contact is ever not possible Nursery school will contact other emergency contacts listed in the pupils' records.
- If a child has not been collected and all of the above has been followed through then two staff members will walk the child home. If there is still no answer then we will then inform other services.
- The Nursery school will keep a record of incidents where parents are late with no reasonable explanation **location using the school's electronic CPOMS system.**

- A meeting will be arranged with parents/carers in relation to persistent late collection to ascertain the reasons behind and whether we can help avoid further late collections in any way.
- If required school will liaise with external agencies.

Children who are not collected

- Under no circumstances will staff take children home by themselves.
- If ever this needed to happen then two members of staff would accompany the child and ensuring that the correct car seats were used.

Related Documents

The Collection and Walking Home from School Procedures will be used in conjunction with:

Health and Safety Policy,

Child Protection and Safeguarding Policy,

Signed:	Jonelle Yeoman
Date:	9/6/25
Review Date:	9/6/26