



Great Horwood Church of England School
Seedlings Nursery & Pre-School

Collection of Pupils Policy
September 2025

This policy was adopted on: 21 January 2026

Date of next review: January 2027

Signed: P.M. Shaw

Our Vision

'I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing.' John 15:5

At Great Horwood Church of England School, the academic, emotional and spiritual well-being of all individuals is at the heart of all that we do; where everyone is valued. We are a safe, welcoming school within the heart of the village community that aims to provide all our children and adults with the learning opportunities to flourish, be healthy, grow in resilience and realise their full potential; being fully equipped and prepared for a successful future.

Inspired by Christian faith and rooted in the teachings, values and spirituality of the Church of England we embrace our core values of love, perseverance and respect where all individuals learn to value themselves and others.

We are committed to setting high standards of achievement within a caring and nurturing learning environment. We aim to provide opportunities for children to develop a curiosity of learning, a thirst for knowledge through play, and an exploration of the world around them.

Collection of Pupils Policy

Aims

The aims of this policy are to:

- Safeguard children during arrival and collection times
- Ensure children are only released into the care of authorised adults
- Provide clear guidance for staff to support consistent and safe practice
- Promote effective communication with parents and carers
- Meet statutory safeguarding requirements under the EYFS and KCSIE
- Ensure staff feel confident and protected when managing collection procedures

Introduction

At Great Horwood CE School and Seedlings Nursery, the safe arrival and collection of children is a vital safeguarding responsibility. We work in close partnership with parents and carers to ensure that children are handed over securely, calmly and appropriately, and that robust procedures are in place to protect children at all times.

Legal and Safeguarding Framework

This policy is informed by and should be read alongside:

- Keeping Children Safe in Education (2025)
- Statutory Framework for the Early Years Foundation Stage
- Education Act 2002
- School Safeguarding and Child Protection Policy
- Health and Safety Policy

It supports inspection judgements relating to safeguarding, behaviour, personal development and leadership, in line with the framework used by Ofsted.

Principles

Seedlings Nursery is committed to the following principles:

- Children's safety and welfare are paramount
- Clear systems reduce risk and uncertainty
- Staff know children and families well

- Parents are partners in safeguarding
 - Children are never released if staff are unsure
 - Professional curiosity is actively encouraged
 - Safeguarding concerns are acted upon immediately
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Arrival Procedures

- A member of staff will be available to welcome children and parents on arrival
- Staff will ensure children are handed over directly and attendance is recorded on Family
- Time will be given, where possible, to share relevant information about the child's wellbeing
- Classroom doors and gates will be managed carefully to prevent unauthorised exit
- Staff who are unfamiliar with parents/carers will seek support from a senior colleague before allowing entry

These arrangements support children to separate calmly and feel secure, and ensure safeguarding begins at the start of the day.

Collection Procedures

Authorised Collection

- Children will only be released to adults with parental responsibility or to named adults authorised by parents
- Authorised collectors must be recorded on the child's registration information and on Family
- Staff must be confident of the identity of the collecting adult
- If staff are unsure, the child will not be released until identity and permission are verified by a senior member of staff

Collection by an Alternative Adult

If a child is to be collected by someone not previously authorised:

- Parents must inform the nursery in advance, wherever possible
- The name and description of the collecting adult must be provided
- A password system and photo ID may be used where appropriate
- Only a senior member of staff may authorise release in these circumstances

Fitness to Collect

If staff have concerns that an adult collecting a child may not be in a fit state to care for them (e.g. due to intoxication, aggressive behaviour or distress):

- The child will not be released
- A senior member of staff will be informed immediately
- Alternative arrangements will be sought
- The DSL will be informed and Safeguarding procedures will be followed

The child's welfare will always take priority.

Recording and Handover

- Staff will acknowledge every collection and ensure the child is handed over safely
- Collection times will be recorded in line with nursery procedures
- Relevant information about the child's day may be shared with parents/carers

Uncollected Children

If a child is not collected at the end of their session:

- Staff will attempt to contact parents immediately
- If parents cannot be reached, emergency contacts will be contacted
- The child will remain supervised at all times by appropriate staff
- If no contact can be made within a reasonable timeframe, safeguarding procedures will be followed and advice sought from Children's Services or the police, as appropriate

This will be managed calmly and sensitively to minimise distress to the child.

Parental Responsibility and Court Orders

- Where there are known restrictions on collection (e.g. court orders), these must be shared in writing with the nursery and documented on Family and Bromcom.
- Staff will act in accordance with legal documentation held on file
- If there is any uncertainty, the child will remain in nursery while clarification is sought

Roles and Responsibilities

Nursery and School Leadership

Leaders are responsible for:

- Ensuring this policy is implemented consistently
- Supporting staff with training and guidance
- Monitoring practice and responding to concerns
- Ensuring safeguarding procedures are followed

Staff Responsibilities

Staff are responsible for:

- Knowing children and authorised collectors
- Following procedures consistently
- Challenging politely and professionally where unsure
- Reporting concerns immediately

Parent and Carer Responsibilities

Parents and carers are expected to:

- Ensure the nursery has up-to-date contact details
- Inform staff of any changes to collection arrangements
- Communicate promptly if delayed
- Work in partnership to support safeguarding procedures

Safeguarding

This policy must be read in conjunction with the school's Safeguarding and Child Protection Policy. Any concerns relating to a child's safety during arrival or collection will be recorded and acted upon immediately.

Monitoring and Review

- This policy will be reviewed annually
- Practice will be monitored by nursery and school leaders
- Changes will be communicated clearly to staff and parents