



All Saints C of E Infant and Nursery School

Nursery Arrival and Collection Policy

*"Opening Hearts and Minds through the Grace and
Love of God"*

Policy:	Nursery Arrivals and Collection
Approved by:	LGB
Date:	Sept 25
Review Cycle:	Four Yearly

Versions:			
VERSION	DATE	AUTHOR	CHANGES
1	Sept 23	LH – Head	Initial version.
2	Sept 25	SLB – Office Manager	Times changed to reflect new nursery opening and closing times.

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

MISSION STATEMENT

Opening hearts and minds through the grace and love of God

At All Saints Infant School 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 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

Arrival

- Children must remain with their parents/carers until nursery opens at 8.45am
- At 8.45am the nursery door will be opened by a member of staff who will stand on the door. Parents/carers may come into nursery and help their child with coats and bags if needed and then leave via the main door.
- The main door will be locked either when all the children have arrived or at 8.50am; whichever occurs first.
- Once all the children have arrived by about 9am, the register will be taken.

Late arrivals

- A member of staff will greet any late arrivals at the front door and welcome the child into the nursery.
- If the child is unsettled to enter nursery if they are late, parent/carers are welcome to help settle their child. They will then leave by the main door assisted by a member of staff, and the door will be relocked.
- The register will be updated with the child's arrival onto the MIS system.

Collection

- At 11.45am (after the morning session) & 3:30pm (after the afternoon session), a staff member will open the main nursery door and call out the children's name individually to allow parents/carers to receive their child.
- 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.
- As the children leave the nursery, one member of staff will be positioned by the main door to ensure that no child leaves the premises without their responsible adult.
- Once the parent/carer and child have left the nursery, 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 nursery on the nursery mobile number 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.
- If a parent/carer is not contactable, a member of staff will ring the emergency contact number provided by parents/carers and remain with the child until the emergency contact arrives.

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

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.
- The 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 using the CPOMs online recording system.
- Staff will record any instances where drug or alcohol misuse is suspected and records will be passed to the nursery's designated person for necessary action.
- Records will be made securely on the school's CPOMs system where they will be held for 21 years.