

Trinity Nursery School

COLLECTION POLICY



Adopted by Board of Governors on: 24.09.25

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Signed by the Principal: _____

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2	24.09.25	S. Alexander	Updated to new template



TRINITY NURSERY SCHOOL

COLLECTION POLICY

CHILD PROTECTION

We in Trinity Nursery School have a responsibility for the welfare and safety Of the Children in our charge. We will carry out this duty through our Safeguarding and Child Protection policy, which aims to provide a caring, supportive and safe environment, valuing individuals for their unique talents and abilities, in which all our children can learn and develop to their full potential.

The safety of the children within our care is paramount at all times. It is therefore essential that all parents/carers name those adults who will be responsible and whom they give permission for collecting their child from school.

Parents will be notified through the parent information booklet and induction evening of the importance of the data capture forms. All parents will be informed that their children will not be allowed to go home with anyone not known to the school or not named on the 'Welcome to Trinity' online form as a contact or daycare provider.

If another adult is to collect a child from school, the parent needs to notify a member of staff. We ask that parents do not ask another parent to collect their child without informing the school. If the adult is known to the staff and has collected the child on a regular basis before, a verbal reminder is all that is needed.

Ways of informing the school:

- Telephone call
- Verbally to a member of staff
- Seesaw Message
- Email message

At the end of each day, a member of staff will be stationed at the classroom door to ensure that each child goes home with an adult from their collection list. If staff are unaware of a collection arrangement, the collecting adult will be asked for the full name of the child they wish to collect and to wait outside the office until they can confirm the arrangement with those who hold parental responsibly.