



# Drop Off and Collection Policy

Reviewed date: November 2023

## Introduction

The safety and security of our children is a paramount concern at BVNS. This Drop Off and Collection Policy is designed to ensure a smooth, safe, and efficient process for the arrival and departure of children from our premises.

## Aims

- To ensure each child's safety on school grounds at all times.
- To keep all staff updated on procedures and arrangements for drop off and collection.
- To make parents/carers aware of the appropriate procedures for these times.

## Procedures

1. Staffing at the Door: A designated staff member will be stationed at the door to supervise the entry and exit of children and parents during drop off and collection times.
2. Signing In and Out: The Manager or a nominated staff member will sign each child in and out of their session using the attendance register.
3. Authorised Collectors: Parents must inform staff about who will collect their child. This person must be authorised on the child's registration form. Children will only be released to adults who are authorised and known to the staff.
4. Responsibility During Drop Off and Collection: Children remain under the responsibility of the parent/carer during these times. The nursery assumes responsibility for the child once they are signed in and until they are signed out.
5. Emergency Arrangements: In an emergency, if a parent/carer is unable to collect their child and needs to delegate this to someone not listed on the registration form, they must phone the nursery, inform the staff, and provide a password for the new collector.
6. Entry and Exit Points: Parents are to enter BVNS via the main back entrance. If a parent/carer needs to drop off or collect their child outside normal hours, they should use the front entrance, knock, and wait to be attended.
7. Late Collection: In case of late collection, parents should inform the nursery as soon as possible. The nursery has procedures to ensure the child's safety in such instances.
8. Review and Updates: This policy will be reviewed regularly and updated as necessary to ensure the ongoing safety and well-being of the children in our care.