

# WEST PARK ACADEMY

## Foundation Stage Policy on Collecting Children from Early Years



**Date reviewed – January 2026**

When your children are handed over to the staff at West Park Academy Nursery and Reception classes, we are acting in place of parents and therefore take over the responsibility for their safety throughout the time they are with us.

Staff in the Early Years Foundation Stage would not be acting in the best interest of the child if they were to hand children over for collection either to someone whom they didn't recognise or who was not an adult.

To avoid future confusion or disappointment, the Foundation Stage policy is as follows:

1. We expect that parents or carers will **always** inform us when someone other than their usual collector will be picking the child up. Where we are unsatisfied in knowing who is collecting the child, we will not allow the child to go until we have made contact with the family. (This is one of the reasons it is important that we have up-to-date phone numbers for you at all times.)
2. We will **NEVER** allow a child to be collected by a person who is not named on the collection slip unless we have been informed by the parent.
3. We will **NEVER** allow the child to be collected by a person under the age of 16 and only under the age of 18 (unless the parent) if written permission is given by the parent.
4. We will **NEVER** allow the child to go with an adult that they do not know or recognise.

We are not seeking to make life difficult or awkward – we will always do our best to accommodate emergencies – but we hope you realise that it is important we are happy that your child is going into the care of a responsible adult.

If you find that you are going to be late collecting your child from either Nursery or Reception, then please ring the school to let us know as soon as possible. We will arrange to take care of your child until such time that they are collected and in a way that will cause the least distress to your child.

The child will be taken to the main school office where they can be collected from.