

Early Years Foundation Stage (EYFS)

Collection of children policy

Portsmouth Primary School and Early Years



Approved by: Governing
Body

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Contents

1. Aims
2. Legislation
3. Child Collection Policy Statement
4. Child Collection Procedures.....
5. Uncollected Children Policy Statement & Procedure

Appendix 1- Update - Collection Contact Information form

Appendix 2 - Emergency telephone record for collection of child from nursery

Appendix 3 - Incidental emergency collection of child information

1. Aims

The Collection of children policy and procedures aims to ensure:

- The safety and care of all children when they are collected from nursery.
- A clear framework of procedures to follow to ensure safety of all children when collected from Early Years and in the instance of a child not being collected.

2. Legislation

This policy is based on requirements set out in the [2026 statutory framework for the Early Years Foundation Stage \(EYFS\)](#).

3. Child collection policy statement

Children's safety is maintained as the highest priority at all times. Safety is prioritised to ensure that children attending the Early Years are safe and cared for through planning to minimise risk and to maintain safe practices. This policy is a statement of procedures and responsibilities for the collection of children to ensure their safety

4. Child collection procedures

Admission Arrangements

To ensure safe collection of children, staff, parents and carers must follow the procedures below when planning the collection of their children from Nursery.

Prior to a child starting in the Early Years, parents are requested to complete information about their child. This includes information details about who may collect their children at the end of the session or earlier if for some reason they have to leave nursery/school early. This information is collated and used to identify designated person(s) on the child's emergency records and shared with staff so they are aware who is to collect the child from nursery/ Year R.

Each child must have at least two authorised people who can collect them, details of which will be outlined on the child's registration form. Parents are requested to, preferably, first introduce authorised people to staff. Where this is not possible, to give a detailed description or photograph along with a password for the collector to identify themselves.

Emergency Password

At time of application to nursery, a unique memorable password is chosen by parent/carers. The password is recorded on the child's emergency record. Parents are requested to give this password only to the people they have recorded as permitted to collect their child. Passwords are reviewed annually or earlier if a parent requests.

Suitable People

A child will not be handed over to a different person unless the parent has given explicit verbal or written permission for this to happen (or, in an emergency, if the parent rings the nursery and speaks to the manager or person in charge).

If the person collecting the child from the Nursery is unfamiliar to staff, staff must verify they have permission to collect by checking their identification against the name and address given on the application form or updated collection contact information form and by requesting the emergency password.

If staff are in any doubt about the person collecting on any occasion, staff must contact the parent/carers to verify identity and permission for the person to collect. If the parent /carers

cannot be contacted, staff will then telephone other people on the child's emergency collection list to verify identity or to collect the child in the order provided by the parent/carer of priority.

If another designated person is not available, then social care or the police will be contacted following advice from the Designated Safeguarding Lead (DSL)- who is the headteacher- or a deputy in their absence.

If there is an occasion where none of the named contacts can collect the child, parents/carers must complete an incidental collection form (appendix 3) at the start of the Nursery session. This is valid only for the dates on which the parent /carer states on the form that this additional person may collect the child. This must be communicated to all staff. The incidental collection of children form must be kept securely in the emergency contacts file. The parent/carer must be informed that the person will need to bring proof of identity and be able to state the emergency password. Staff must check the identity and emergency password when the child is collected from Nursery.

It is the policy of Portsdown Primary School and Early Years that no person under the age of 16 years can collect a child from Nursery. Persons under the age of 16 can collect children from the main school, but only with express permission from the Senior Leadership Team.

If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the staff must inform the headteacher who will assess the situation. If it is felt that the parent/carer appears unable to take responsibility for the child, they will take appropriate action. This may include contacting another person on the emergency contact list/member of the family. If another designated person is not available, then social care or the police will be contacted.

Relationship breakdown of parents / guardians- collection of children

Portsmouth Primary School and Early Years has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down.

Unless there is a court order, of which the Early Years must have a copy, preventing one parent's contact to the child, we are legally unable to deny access.

Should a parent of concern ask to access their child, we will contact the first parent/carer to come to school as soon as possible, explaining this procedure and asking the other parent/carer to wait.

If there is concern about violent or aggressive behaviour from either parent, we will seek advice from the police and follow their recommendations.

5. Failure to collect a child

In the event of a parent / carer failing to collect a child the procedure set out below will be followed:

- The child is cared for safely in the Nursery environment by an experienced practitioner. At least two practitioners will be present. Staff will ensure that the child receives a high standard of care in order to cause as little distress as possible.
- All contact numbers for parents/carers are repeatedly contacted and messages left
- Further emergency contact numbers are tried
- If in the event of a child not being collected and no other contacts have been successful an hour after the child's due collection time, Social Care and/or the police will be notified of a non-collection and the matter will be handed over to their care after discussion with the headteacher
- On no account must a child be taken by a person not known by the school.

Appendix 1. Update - Collection Contact Information

Dear Parents,

In order to ensure the safety of your child, could you please confirm who is permitted to collect your child from Nursery on a regular basis and in an emergency.
We will not allow your child to go home with anyone we do not know. If we have not previously met the person collecting your child, we will ask for proof of identification and your emergency password. We may also contact you to confirm the collection.

Please be aware, if you need to send someone else to collect your child who has not previously been identified by you on the collection list– you must complete an **Incidental Collection Form** when you leave your child at the start of the session. This form is valid **only** for the day of completion or the dates you have specified.

If during a Nursery session, you realise that you, or the named people you have given us, cannot collect your child – you may telephone the school office (02392 378991), and give the name and address and telephone number of the person who is to collect your child. The person collecting will need to bring proof of identity and be able to say your child's emergency password.

CHILD'S NAME	
EMERGENCY PASSWORD	

	NAME	ADDRESS	TELEPHONE NUMBER
PARENT/S PERMITTED TO COLLECT CHILD	1.	1.	1.
	2.	2.	2.

ADDITIONAL PEOPLE PERMITTED TO COLLECT YOUR CHILD FROM NURSERY ON A REGULAR BASIS OR IN AN EMERGENCY		
	NAME	TELEPHONE NUMBER
1.		
2.		
3.		

Signed:..... date:...../...../.....

Print name:..... Relationship to child:.....

Appendix 2.

Emergency telephone record for collection of child from nursery

This form is used to record any emergency telephone conversations related to child collection

Date: __/__/__ Name of Parent/carer calling: _____

Name of nursery child to be collected: _____

Name of person to collect: _____

Address of person to collect: _____

Contact telephone number of person to collect: _____

Please inform parent/carer that the person collecting will need to show proof of identity and state the emergency password.

Signed: _____

Appendix 3

Portsmouth Primary School and Early Years

Incidental Emergency Collection of Child Information

Child's name _____ Parent name _____

- I will not be available to collect my child on _____ (date)

IN AN EMERGENCY

- Please contact me on _____ (telephone number)

The person permitted to contact/collect my child on this occasion is:

_____ (full name)

_____ (Telephone number)

_____ (address)

- I agree the person name above has my full permission and is authorised by me to contact me and/or collect my child

on ____/____/____.

- This person will bring - identification including proof of name and address
- They will be able to say to Nursery Staff the emergency password I have stated on my child's Nursery application form.

Signed _____ date _____

Received by _____ staff name

Staff signature _____ date _____