All Saints Church of England

Infant and Nursery School

Selston Church of England

Infant and Nursery School

Nursery Arrival and Collection Policy

Opening hearts and minds through the grace and love of God

Created: September 2026
Next Review Date: September 2030

ALL SAINTS CHURCH OF ENGLAND INFANT AND NURSERY SCHOOL

SELSTON CHURCH OF ENGLAND INFANT AND NURSERY SCHOOL

VISION STATEMENT

Opening hearts and minds through the grace and love of God

At All Saints Church of England Infant and Nursery School and Selston Church of England Infant 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 Vision 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 and Selston 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.

Policy:	Nursery Arrival and Collection
Approved by:	Local Governing Body
Date:	September 2026
Review cycle:	4 Yearly

VERSION CONTROL			
VERSION	**DATE**	**AUTHOR**	**CHANGES**
2023	02.09.2023	LH	New policy
2025	04.09.2025	SLB	Times changed to reflect new nursery hours
2026	07.09.26	JR	Changed to reflect new school layouts

Nursery Arrival and Collection Procedure

All Saints Nursery

All Saints Arrival

- Children must remain with their parent/carer until nursery opens at **8.45am**. The nursery does not assume responsibility for children before this time.
- At **8.45am** the nursery door will be opened by a member of staff who will supervise entry.
- The main door will be secured either when all children have arrived or at **8.55am**, whichever occurs first, to maintain site security.
- A register will be taken promptly once all children have arrived (no later than **9.05am**).
- Staff will actively supervise arrival to ensure all children are safely handed over to a member of staff.
- Any safeguarding concerns observed during arrival will be recorded in line with safeguarding procedures.
- At **11.45pm**, a member of staff will supervise the exit of morning children and the arrival of afternoon children at the nursery main door.

All Saints Late Arrivals

- Late arrivals must report to the main nursery door and will be greeted by a member of nursery staff who will ensure safeguarding and accurate registration.

All Saints Collection

- At **11.45am** (morning session), a member of staff will open the main nursery door and oversee the safe handover of children.
- At **3.15pm** (afternoon session), a staff member will open the main nursery door and oversee the safe handover of children.
- Children will be released individually to their parent/carer or authorised adult.
- Staff must visually confirm the identity of the collecting adult before releasing a child.

Selston Nursery

Selston Arrival

- Children must remain with their parent/carer until nursery opens at **8.30am**. The nursery does not assume responsibility for children before this time.
- At **8.30am** the nursery door will be opened by a member of staff who will supervise entry.
- The main door will be secured either when all children have arrived or at **8.40am**, whichever occurs first, to maintain site security.
- A register will be taken promptly once all children have arrived (no later than **8.50am**).
- Staff will actively supervise arrival to ensure all children are safely handed over to a member of staff.
- Any safeguarding concerns observed during arrival will be recorded in line with safeguarding procedures.

- At **12.15pm**, a member of staff will open the main playground gate for afternoon children and their parents/carers and supervise it until the last parent/carer has left the site.
- A member of staff will supervise arrival of afternoon children at the nursery main door.

Selston Late Arrivals

- Late arrivals after **8.45am** or **12.30pm** must report to the main school entrance and will be greeted and escorted into the nursery by a member of office staff.
- The child must be handed over directly to a staff member to ensure safeguarding and accurate registration.
- The register will be updated immediately on the MIS system to reflect the time of arrival.
- Where a child is distressed, a parent/carer may remain temporarily to settle them, under staff supervision.
- No child should enter the nursery unaccompanied or without staff awareness.

Selston Collection

- At **11.30am** (morning session), a member of staff will open the main playground gate and supervise it until the last parent/carer has left the site. The staff member ensures the playground gate is fully secure.
- A member of staff will also supervise at the main nursery door and oversee the safe handover of children.
- At **3.15pm** (afternoon session), a staff member will supervise at the main nursery door and oversee the safe handover of children.
- Children will be released individually to their parent/carer or authorised adult.
- Staff must visually confirm the identity of the collecting adult before releasing a child.

Authorised Collection

- Children will only be released to adults named on the child's authorised collection list.
- If someone different is collecting:
    - Parents/carers must notify the nursery in advance (preferably in writing or via recorded communication).
    - A password system will be used for all children (agreed on admission to nursery).
    - Staff must not release a child if they are unsure of the adult's identity or authorisation.

Supervision

- A member of staff will remain positioned at the main nursery door to ensure no child leaves without an authorised adult.
- Children remain the responsibility of nursery staff until they are safely handed over to the authorised adult.
- Responsibility transfers to the parent/carer only when the child has been formally handed over, not simply when they leave the building.

Late Collection

- Parents/carers must inform the school office as soon as possible if they will be late
  All Saints – office@huthwaite.snmat.org.uk, 01623 459199
  Selston – office@selston.snmat.org.uk, 01773 780131
- Children must remain supervised by staff at all times until collected.
- At least two members of staff will remain on site to ensure safeguarding and accountability.
- If a parent/carer is significantly delayed, the child will be taken to after school club and placed in the care of the after-school team leader.

Escalation procedure

1. Contact parent/carer
2. Contact emergency contacts (in priority order)
3. Continue supervision and reassurance of the child
4. If no contact can be made within a reasonable timeframe, inform the Designated Safeguarding Lead (DSL)
5. The DSL/Headteacher may contact Children's Social Care and/or the Police if necessary

- All late collection incidents must be recorded.

Unauthorised or Disputed Collection

- If an unauthorised person attempts collection:
  - The child must not be released
  - The situation must be referred to the DSL who will contact the parent/carer immediately
- In the event of conflict or concern, staff should prioritise the child's safety and seek support from senior staff.

Drug and Alcohol Misuse

Where a collecting adult appears to be under the influence of drugs or alcohol and may pose a risk:

- The DSL will speak to the adult calmly and discreetly, outlining concerns.
- will not release the child if they believe doing so would place the child at risk.
- Alternative safe arrangements will be sought (e.g. contacting another authorised adult).
- If necessary, staff may contact:
  - Children's Social Care
  - The Police

Recording

- Staff should record:
  - Name/description of adult
  - Behaviour observed
  - Time and actions taken
  - Vehicle details if relevant
- All incidents must be recorded on CPOMS and reported to the DSL immediately.

Recording and Monitoring

- All:

    - Late collections
    - Safeguarding concerns
    - Collection issues
    - Refusals to release a child must be recorded on CPOMS
- Records will be stored securely in line with data protection and safeguarding retention requirements.