Holy Trinity EYFS
Dropping off and Collection Policy
September 2025

Purpose:
The safety and wellbeing of every child is our top priority. This policy outlines the procedures for safely dropping off and collecting children, ensuring that only authorised adults are allowed to collect and that transitions are calm, secure and consistent.

Policy Statement:
At Holy Trinity EYFS, we aim to provide a smooth and secure transition for children at the start and end of each day. We work closely with parents and carers to ensure clear communication and safe handovers.

Drop-Off Procedures:
- Children must be brought inside and handed over to a staff member directly — never left to enter alone.
- Staff will greet each child warmly and support them in settling in for the day.
- Any relevant updates (e.g., illness, sleep, or change in routine) should be shared at drop-off.

Collection Procedures:
- Only authorised adults, as named on the child's registration form, may collect the child.
- If someone different is collecting, parents must inform the setting in advance and provide:
    - The adult's full name
    - A password if necessary
    - A description or photo if needed
- Staff will not release a child to an unknown person without prior authorisation and proper identification.
- In the event of a delay, parents must contact the setting as soon as possible.

Late Collection:
- We understand that delays can happen. If no contact is made within 15 minutes of the expected collection time, and no alternative arrangements have been agreed, we will need to contact:
    - Emergency contacts provided by the parent
    - Local authority children's services, if the child remains uncollected and unreachable

Late Arrivals and Departures Record:
- Records of the times each child arrives and leaves the setting will be kept.
- This supports safeguarding and may be reviewed during inspections.

Unexpected Situations:
If an unauthorised person attempts to collect a child or if staff have safeguarding concerns about a collection, we will:
- Keep the child safely in our care

- Contact the parent immediately
- Follow safeguarding procedures if necessary

Review date: Sept 2027, or in response to statutory changes.