



Procedure for the collection of children

To ensure the safety of each child at Little Oaks the following procedure will apply:

- At home time all children will put their coats on and assemble in a safe area on the carpet
- A member of staff will supervise this area to ensure each child remains there until a parent/carer arrives.
- For collection during the school day, a member of staff will need to open the main gate or take the children to the main gate for collection.
- If more than 1 staff member is present, one person will stand by the entrance.
- Parents will queue outside and children will be collected one at a time so that staff can feedback on their day and sign accident forms etc.
- If a confidential conversation with a parent is required we will ask that parent to wait until a staff member is free to speak to them
- A member of staff must remain at the entrance until all children have been collected.

Policy review date September 2027