



## Authorised adults collection procedure 2022/23

*This procedure is an addendum to the school's Child Protection and Safeguarding Policy.*

Each family (all children, Little Acorns Nursery, FSN – Y6) has a 'Password' to be used when somebody, other than the regular designated people, is collecting children from school - both during and at the end of the day.

- Parent/s must complete the form below to indicate the 'named people who normally collect from school AND to identify a password.
- If there is an occasion when a not 'named' is needed to collect from school, parents must inform either the office or the class teacher IN ADVANCE
- Non 'named' people collecting **MUST** use the password.
- Passwords will be stored on the school's central computer system.
- **NO MEMBER OF STAFF WILL RELEASE A CHILD TO A NON 'NAMED' PERSON WITHOUT CONTACTING THE SCHOOL OFFICE**
- If any person arrives to collect a child in an unfit state (eg acting violently or under the influence of alcohol or other substances) **THE CHILD WILL NOT BE RELEASED TO THAT ADULT.**
- Staff will call the Headteacher or, if unavailable, a member of SLT. The police and/or Social Care may be called in extreme circumstances.

### COLLECTION FROM SCHOOL INFORMATION

**Please complete the below and return to the office, alternatively you can email a copy to the office at [office@hillview-school.co.uk](mailto:office@hillview-school.co.uk)**

CHILD NAME: \_\_\_\_\_

CLASS: \_\_\_\_\_

The following 'named' adults are permitted to collect my child from school.


Password for collection by non 'named' adults

PARENT NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_