



Pick up procedures



An Daras Trust
Igniting Curiosity Growing Capabilities

- The Nursery Leader will answer the main door entrance/exit bell when it rings. The other staff members will remain with the pupils in the setting to ensure the correct ratio of adults for the 2-4 year olds. The pupils safety and well-being is on paramount importance.
- The main door remains locked at all times except for pupils entering or exiting the setting with their parent/carer. A member of staff is always at the door during these times.
- The pupils will only be dismissed to an adult named on the consent form completed prior to starting, or updated if necessary by the parent/carer of the pupil. If another adult asks to take the pupil this will not be allowed until the parent/carer has been contacted and verbal consent given. The pupil will remain in Nursery until this time.
- Any key points that need to be discussed with the parent/carer will be shared at that point e.g. a toileting issue or a celebration of a new achievement, unless a confidential meeting is required and that will be agreed for a different time.
- If a parent/carer is late to pick up their child, the Nursery Leader will contact them after a period of twenty minutes has elapsed to find out where they are and what is happening. The pupil will remain within the setting and staff will ensure the ratio remains compliant at all times during any transition of other pupils.
- Please inform the Nursery staff when you drop off your child if someone different will be collecting. If this person hasn't collected your child before please send us a photo along with their name via class Dojo, a password may also be required- this will be agreed between Nursery and the Parent/carer.