



Early Years Collection Procedure.

While children are in our care, we must follow the following procedure to ensure that children are collected by an authorized adult.

When a child registers at the British School of Tenerife, a registration form must be completed stating who has parental responsibility and a list of adults (over 16) who are authorized to collect their child. It is the parents' responsibility to keep this information updated with the school office.

If somebody is collecting a child who is not on the authorisation list, then parents must go to the school office and fill in a slip with the person's name and DNI. The form will be handed to the person collecting the child (The DNI must be checked by the school office) and then taken to the class. The slip is given to staff before they can take the child. The green part of the form is for one year and the pink slip is for one day. This form must be presented every time they collect the child.

If a person arrives to collect a child who has not been authorized, under no circumstances will the child be allowed to leave with this person until we have contact with the parent and we have their consent and the DNI is checked.

In the event of parental disputes that have not been through the courts (where both parents registered their child at the school). We cannot prevent the child from being collected by either parent if they are both known to us.

In the event that there is a court order in place, detailing custody or access rights by parent then we will adhere to this and place a copy in the child's file.

Late collection procedure

All parents are aware that the school day ends at 3pm in Early Years. If a parent is going to be late they will need to contact the school office as soon as possible. If a child is not collected by 3.05pm then they will be taken to the late room where parents will be charged. In the event that a child is not collected by 3.30 then the school office will attempt to contact the parents or the emergency contacts on the registration form.

If this is a continuous occurrence where a child is not collected on time, then this will be reported to the Academic Director who will follow the safeguarding procedure.

Jenni Garnett

To be reviewed January 2020