



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 who is not on the authorisation list is collecting a child,

- Parents must go to the school office and fill in a slip with the person's name and DNI details
- The authorisation slip will be handed to the person collecting the child (The DNI must be checked by the school office) and then the person collecting the child should take the slip to the member of staff.
- The authorisation slip for one day, must be given to a member of staff by the person collecting the child.
- The authorisation slip with Permanente is for one year and 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
- The teacher will contact the school office.
- The school office will contact the parent and get their consent.
- The person's DNI will be checked in the school office.
- A slip will be completed and handed to the person, they should take this to the class and hand it to the class teacher who will then allow them to collect the child.
- In the event of parental disputes that have not been through the courts (where both parents registered their child at the school). The School 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, 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 4.30 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.

Updated February 2024

To be reviewed February 2025