



Early Years Collection Procedure

1. Statement

At The British School of Tenerife, the safety and welfare of every child is paramount.

Clear collection procedures are in place to ensure that children are only collected by authorised adults and that all staff follow consistent safeguarding practices at the beginning and end of the school day.

Children will only be released into the care of authorised individuals in line with this procedure.

2. Authorised Collection

When a child enrolls at The British School of Tenerife, parents or carers must complete registration documentation which includes:

- Details of parental responsibility
- Emergency contact information
- A list of authorised adults permitted to collect the child

Only adults aged 16 years or over may collect a child.

Parents are responsible for ensuring all contact and collection information remains accurate and up to date.

3. Collection by an Alternative Authorised Adult

If a person not normally authorised is collecting a child, the following procedure must be followed:

1. Parents must notify the school office in advance wherever possible
2. Parents must provide:
 - The full name of the person collecting the child
 - DNI/passport details
3. The school office will verify identification documentation
4. A temporary or permanent authorisation slip will be issued
5. The authorised adult must present the slip to the class teacher or EYFS staff member before the child is released

Types of Authorisation

- **One-Day Authorisation**
Valid for one collection only and retained by staff on the day.
- **Permanent Authorisation ("Permanente")**
Valid for one academic year and must be presented upon collection.

4. Unauthorised Collection Attempts

Under no circumstances will a child be released to an unauthorised person.

If an unknown or unauthorised adult arrives to collect a child:

- Staff will contact the school office immediately
- Parents will be contacted directly for verbal confirmation
- Identification documentation (DNI/passport) will be checked
- A temporary authorisation slip will only be issued once verification has been completed

Children will remain supervised until authorisation is confirmed.

5. Parental Responsibility and Court Orders

In cases where no legal restrictions exist, the school cannot prevent collection by a parent with parental responsibility.

Where a court order or legal agreement is in place:

- The school will adhere strictly to the legal documentation provided
- Copies of relevant documentation will be stored securely in the child's file
- Relevant staff will be informed on a need-to-know basis

The school cannot act on verbal requests or informal arrangements without legal documentation.

6. Late Collection Procedure

The EYFS school day ends at **3:00 pm**.

If parents are delayed, they must inform the school office as soon as possible.

Procedure for Late Collection

- Children not collected by **3:05 pm** will be taken to after-school care
- Standard after-school care charges will apply
- If a child remains uncollected by **4:30 pm**, the school office will:
 - Attempt to contact parents/carers
 - Contact emergency contacts listed on the child's records

Repeated late collection may result in:

- Meetings with parents
- Referral to senior leadership
- Safeguarding monitoring where appropriate

7. Supervision and Safeguarding

During collection times:

- Staff remain positioned strategically to supervise children safely
- Registers and dismissal checks are completed carefully
- Children are supervised until safely handed over to an authorised adult

- Staff remain vigilant and avoid distractions during dismissal periods

8. Confidentiality and Information Sharing

All collection information is treated confidentially and managed in accordance with safeguarding and data protection procedures.

Information relating to custody arrangements or safeguarding concerns is shared only with relevant staff members on a need-to-know basis.

9. Policy Review

This policy will be reviewed annually or earlier if required due to:

- Safeguarding updates
- Operational review
- Changes in legislation or school procedures

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Agreed Date:	October 2025		
Board of Governors			
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Review Date:	October 2026		