

Blackburn The Redeemer
EYFS Home time policy



Sept 2023



On Entry into Reception.

On entry to EYFS at Blackburn The Redeemer School, we ensure that parents/carers complete a detailed registration form that states clear guidelines about who has permission to collect their child/children at home time. This ensures that each child is collected by a familiar adult, who is known to staff, at the end of each day.

Home time procedures

Children should be collected from their classroom entry and exit doors where a member of staff will be standing.

There will be members of staff with each class and the following points will be adhered to:

- All children are to be seated on the floor with their coats and bags ready for home time.
- A member of staff will be standing at the door, This member of staff should remain at the door at **ALL** times.
- Another member of staff will be sitting with the children giving full supervision.
- All children must remain seated until they hear their name being called by the designated person at the door.
- In the event of a parent needing to speak to the teacher they will be asked to remain outside the classroom until all the children have been safely sent home.
- Should a person not known to staff with no prior instruction from main parents/carers arrive to pick up a child that person will have to wait until all other children have gone home when a member of the office staff will then be available to ring parents/carers to check. Under no circumstances can staff release children with an unknown adult if prior consent has not been given by the child's main parent/carer.

Should parents require a different person to collect their child they must where possible inform a member of staff of the name of that person in the morning when bringing the child to school; where this is not possible they should ring the school office with details of the person coming for the child and a password that the person will be asked to say to staff upon collection.

In the event of a staff absence that affects the usual home time routine briefing will take place in the morning where measures will be put into place for those staff members to be replaced. Where it is not possible to do this with members of staff that regularly work in EYFS a member of SLT will be informed so that another member of staff in school can be arranged to cover.