

## Child Collection / Open Access Policy

Policy Reviewed: January 2022  
Next Policy Review Date: January 2023

Please try to collect your child promptly from the Moorland Waldorf School.

The staff have an obligation to stay with any uncollected child at the end of the day until that child is collected.

If the parent or other authorised person does not arrive within 15 minutes of the collection time arranged, the staff will try to contact them. If it is not possible to contact them and staff become concerned, they should contact the police.

At the beginning of the year all parents sign an Emergency and Accident Form clarifying who can collect their child from the Moorland Waldorf School. The staff will not release the child to a previously unauthorised person unless an authorised person telephones to state that, because of an emergency, a different person will be collecting. The authorised person should give the name or physical description of the person collecting.

### **Open Access Agreements**

If a parent / guardian wishes their child to be allowed to leave the MWS premises unescorted, they should first complete and return the Open Access form (Open Access form can be requested from the school administrator).

### **Collecting your child from September 2020**

From 1 September 2020 until further notice parents of children in the main school are requested to drop them at the gate of the lower car park and to collect them from the same place at the end of school. Kindergarten children will be dropped off and collected from the kindergarten garden. We ask that only parent accompanies the child and that all adults at the gate and in the car park observe 2m social distancing.

### **Endorsement**

Name: Linda Parker  
Position: Chair of ECTE  
Date: 11/01/22