

Dropping Off & Collection Policy (EYFS Updated - September 2025)

Policy Statement: At Butterflies Nursery children's safety and security during drop-off and collection times remain paramount. This policy aligns with the revised Early Years Foundation Stage (EYFS, September 2025), ensuring clarity, efficiency, and the highest safety standards.

Authorised Persons:

- Children will only be released to parents, legal guardians, or individuals explicitly authorised by parents in writing.
- Parents must promptly notify the childminder of any changes to authorised collection arrangements.

Identification:

- Authorised individuals must present valid photographic identification during pick-up.
- If someone other than an authorised person arrives to collect a child, verification through a pre-agreed identification method or password is required.

Arrival and Departure Records:

- Accurate records of each child's arrival and departure times are diligently maintained.
- Parents or authorised individuals must sign children in and out through a designated record-keeping system.

Notification of Absence or Delay:

- Parents are required to inform the setting in advance regarding absences or delays.
- Unexpected delays should be promptly communicated to ensure suitable arrangements are in place.

Handover Procedure:

- Smooth and secure handover processes are prioritised, enabling effective communication between the setting and parents or authorised individuals.
- Daily updates and relevant information regarding each child's activities and well-being are clearly communicated.

Safe Waiting Area:

- A secure, waiting area is provided for parents or authorised individuals during drop-off and collection times, ensuring comfort and safety.

Child Release Policy:

- Children will only be released to pre-authorised individuals.
- In cases of uncertainty, parents or legal guardians will be contacted directly for verification prior to release.

Late Collection:

- Parents or authorised individuals are expected to adhere to agreed-upon collection times.
- In the event of unavoidable delays, immediate notification to the childminder is required to facilitate alternate arrangements.

Collection by Minors:

- Minors, including siblings or friends, are not permitted to collect children from the setting.

Confidentiality:

- All sensitive information provided by parents or legal guardians, including custody arrangements, remains strictly confidential.

Review and Monitoring:

- This policy is reviewed annually, or more frequently if necessary, ensuring alignment with EYFS updates and legislative changes.
- Feedback from parents, staff, and external agencies informs continuous improvement of the dropping off and collection processes.

Alignment with EYFS 2025 Changes:

- This policy fully integrates EYFS 2025 revisions, prioritising children's safety, clear communication, secure procedures, and confidentiality.

Signed: Chrissie Day

Date: 2nd July, 2025