

EYFS Dismissal Policy

At home time, children are dismissed from designated classroom doors by their class teacher. Teachers and EYFS TA's, when dismissing children, have excellent knowledge of the children and their families and ensure that every child has gone home with their allocated adult.

If a family sends someone unfamiliar to collect their child, and this adult is not known to the EYFS Team, they operate a password system with the parent. The parent is to notify the EYFS team beforehand who is coming to collect. When this new person arrives to collect the child, they will tell the member of staff on the door the password and then they will check the list that is securely stored away. If the password is correct, then the child will be released.

In the event that a new adult comes to collect a child, and staff have not been notified by the parent, the teacher will direct the adult to contact the parent to phone the office. The office will then be contacted by telephone to confirm who this person is. The parent will also have to confirm the password, to ensure it is the parent.

The parent has to phone the new adult, provide them with the password, then the new adult has to provide this password to office staff. Only then, when the office staff are satisfied with the identity of the person, and the consent of the parent, will they then dismiss/release the child.