

Moorland Waldorf School

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Child Collection / Open Access Policy

Policy Reviewed: January 2020

Next Policy Review Date: January 2021

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 (available on the MWS website).

Endorsement

Name: Linda Parker

Position: Chair of ECTE

Date: 11/02/20