

Camblesforth Community Primary Academy

Collecting Children From School Policy



Purpose

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of a school day, and guidance for parents in the event of them being late/unable to collect their child.

Aims

- To keep children safe.
- To ensure that all members of the school community are aware of the correct procedures for the end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

Policy

- The school expects children to be collected at the end of the school day at 3.30pm.
- When school finishes at 3.30pm children in year groups up to Year 5 are handed over to their parent/carer. Parents/carers are expected to wait near to the outside classroom door to collect their child.
- Children in Year 6 are let out of class at 3.30pm.
- Children in Key Stage 2 may walk home on their own straight after school or after an after school club as long as the school has written consent from parents.
- If the person expected to collect the child is not there, the child will remain with the class teacher. Any child not collected within 10 minutes will be taken to back into class and should be collected from there.

Please refer to Guidance for Parents within this policy for the procedure beyond this point.



Guidance for parents/carers in the event of a parent/carer not arriving to collect their child at the end of the school day

As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day.

Please ensure that the school has up-to-date telephone numbers to contact you in an emergency.

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately (tel. no: 01757 618249)
- If you arrange for another adult to collect your child, you must let the school know the details of that person.
- In an emergency, parents must contact school first arranging for another person to be authorised to collect your child but as part of our safeguarding procedure, a specific code only known between the parents and school will be given to that person who will say the code to the school when collecting.
- If an authorised person has not collected your child from school by 3.50pm and have had no contact from parents then the school will contact the Customer Service Centre (Children's Social Care). This also applies to after school clubs, if you or an identified adult have / has not arrived by 4.50pm, the school will contact the Customer Service Centre (Children's Social Care)

General Collection Procedures

- Children are to be collected at the end of the school day from their child's class teacher.
- Children are not to be released from school with someone if they are showing signs of distress or anxiety.
- Children are not to be released if the teacher feels that the parent is not in a fit state to ensure their child's safety.
- Members of staff should never take a child home themselves.

Non-parents collecting children

Parents must have provided clear verbal or written permission to school for children to be released to an adult who is not the parents or carers of the child. This permission must be



given with a description of the person collecting (if not already known to the school). Where possible, this person will be introduced to the class teacher in advance of the first collection.

- If any member of staff is unsure of the adult's identity they may ask to see identification.
- If, after checking identification, there is any uncertainty about the person collecting, the member of staff should take the child to the school office and contact the parents by telephone to seek further guidance/advice, and inform a member of the Senior Leadership Team.
- If the parents/carers are not contactable then the member of staff should refer to the procedures for children uncollected from school.
- Children will only be released from school to older siblings of high school age who are authorised by their parents to collect.
- Children are not to be released from school with someone if they are showing signs of distress or anxiety.
- Children are not to be released if the teacher feels that the person collecting is not in a fit state to ensure their child's safety.

Children travelling home independently

Children in Key Stage 2 are allowed to leave school independently provided parental consent has been given in writing. The school keeps a register of children who have permission to travel to and from school independently which is shared with the child's class teacher. Children must notify the class teacher when leaving school. This permission only applies to children leaving school at the end of the school day: any child leaving school early (e.g., for medical reasons) must be collected by a responsible adult.

Parental Responsibility

The school acknowledges that those with parental responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.



If a parent/carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:

1. The teacher will bring the child/children inside and ensure they are supervised.
2. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
3. If no contact has been made by the parent/carer, the office staff will attempt to contact the parent/carer and the emergency contact by telephone.
4. Where appropriate, a member of staff will sensitively ask the child whether there is a reason that could account for their parent/carer being late.
5. Where appropriate, a member of staff will ask the child if they have any additional contact information.
6. School will continue to try and contact the parent/carer and the emergency contact/s.
7. If contact cannot be made with the parent/carer or the emergency contact/s by 20 minutes after the end of the school day or after school club, school will contact the Customer Service Centre (Children's Social Care).
8. In an emergency, school will contact the police.

We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carer and s/he has given permission.

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Parent name:

Child name:

I give permission for my child to be collected from school by:

1.

Relationship to child:

Telephone number:

Address:

2.

Relationship to child:

Telephone number:

Address:

3.

Relationship to child:

Telephone number:

Address:

I understand that if I am authorising a sibling that child is high school age and I feel they are capable of taking care of my child.

Signed: Date: