



# Safe Collection of Pupils Policy

**Person responsible:** H Beattie  
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**Chair of Governors:** K Stevens  
**Head teacher:** H Adair  
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## Primary School

### SAFE COLLECTION OF CHILDREN POLICY

#### Statement of Intent

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. In the event that a child is not collected by an authorised person at the end of the school day the school puts into practice agreed procedures.

#### Aim

The end of the school day is a busy time, and our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely. The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children leaving the school premises.

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

#### The Authorised Adult

The Authorised Adult must be a responsible person aged **16 years or over**. The person may be a;

- Parent/Carer
- Family member
- Child minder
- Neighbour
- Someone over the age of 16 who has the parent/carer's written permission to collect the child from school. Verbal consent can be accepted in emergency situations.

Infant children (those in Nursery, Reception, Y1 and Y2) may **NOT** be collected by other brothers or sisters in school. They should be collected by an authorised adult.

Early Years and Lower School teachers have been instructed **NOT** to release infant children to siblings from Upper School but to ask the school office to contact parents/carers to ensure they are collected by an authorised adult.

## Methods

Parents/carers of children in our school are asked to provide specific information at the beginning of each academic year which is stored in our data system:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Emergency contact details of at least 2 adults.
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. child-minder, relative
- Information about any person who has been denied legal access to the child  
Information about who has primary responsibility for the child

If there are any changes to any of the above we ask that the school office is notified immediately. When there is a change to the end of the day arrangements we ask that parents inform either the school office or the class teacher as soon as possible.

## Safe Collection

School finishes as follows:

Nursery	11:30am and 3:15pm
Reception	3:00pm
Year 1	3:05pm
Year 2	3:10pm
Year 3	3:25pm
Year 4	3:20pm
Year 5	3:15pm
Year 6	3:10pm
EMP	3:10pm

All children in Nursery wait inside the building and are handed over individually to their authorised adult. All children in Reception, Y1 and Y2 are handed over individually to their authorised adult at the KS1 yard gate.

If, as a parent or carer of a child, in any school year, you make arrangements for your child to be collected by another adult, it is important you ring school and inform the staff of these arrangements. Any unknown person collecting children will be challenged by staff and permissions checked with parents/carers. We will also check that children are happy to be handed over to these individuals and that they are known to them. If we do not receive a message directly from you or this person does not know the correct password (Early Years only) we will not hand over your child.

Children in lower school years (Years 1-4) are taken to their exit when parents are identified by the teacher/TA in charge of the class and handed over to their authorised adults. At least two members of the lower school team will be on duty at the gates of lower school exits. These staff members will challenge any pupils attempting to leave unaccompanied or with older siblings only. This is intended as an additional layer of safety to ensure pupils do not leave the site without an authorised adult.

Children in the upper school years, (Years 5 & 6) exit at their designated gate of KS2 to meet their authorised adults.

Parents/carers who wish for their child to walk home unaccompanied must have completed a consent form. These names are recorded and the class teachers will only allow these pupils to leave the site without an adult. Other pupils will remain with their class teacher until a known adult collects them. Government guidelines advise that children below Year 5 (10 Years of age) should not be allowed to walk home unaccompanied. This is at the parents' discretion but this option only exists at Howletch Lane for pupils in years 5 and 6.

Even If parents meet their children a short walk away from the school or anywhere else off the site they will need to consent to them leaving alone. *For example: If you collect your child in Year 4 at the KS1 entrance then you would need to give consent for them to leave the gate alone.*

Once a child has been handed over to a responsible adult, they are no longer the responsibility of the school. We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

### **Other safety issues**

Parents are responsible for ensuring that their children do not access or use any areas of the school site that are prohibited. This includes playing on any outdoor playground equipment such as climbing frames, tyres or climbing walls. This equipment is only permitted to be used by pupils of the correct age during the operational hours of the school day and under appropriate supervision.

For all pupils' safety, no football should be played on the playgrounds before or after school and no pupils should ride their bikes, skates or scooters etc. on the school site. These should be pushed until outside of the school gates to ensure the safety of all pupils and adults.

### **Extra-Curricular Clubs Arrangements**

Please note that **ALL** pupils will need to be collected if they are staying late at school for any reason. E.g. If your child takes part in choir, they will usually need to be collected at 4.15pm. Football matches are often much later in finishing and the sports coordinator will inform you of these arrangements. **No pupils will be allowed to leave school on their own at any time other than the normal end of their school day eg at 3.15pm for a pupil in Y5 for safety reasons. This also applies to school discos.**

### **Teatime Club**

Teatime club operates from the children centre, please request a copy of the Teatime Club procedures from the school office. Teatime club closes at **5:15pm**. Pupils will not be allowed to leave with any siblings under the age of 16. Parents collecting pupils excessively late will be charged.

## **Communication**

As always, good communication between home and school is vital so please let us know ASAP if there are any changes to your normal drop off and collection routines. Particularly if you will be late to collect your child at the end of the school day and please remember that it is a parent/carer's responsibility to ensure children travel to and from school safely. Please talk to your children about staying safe.

## **When children are not collected**

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon as possible to notify us that you may be late. If we receive no such message, the following procedure would be followed;

1. The child will remain with their class teacher/TA until their adult arrives.
2. If their adult is late, they will return into the building with their teacher and wait near the main office whilst staff try to contact parents/carers.
3. We inform parents that if children are not collected at the end of the day we follow the following procedures:

- Messages are checked to see if there are any changes to the end of day arrangements
- Parents/carers are contacted at home or work
- If this is unsuccessful other authorised adults are contacted
- In the meantime the child will wait at the main office entrance under adult supervision
- If no adult arrives to collect the child(ren) but contact has been made, after a further 15 minutes the school reserves the right to place the child(ren) in our Teatime Club and charge parents/carers the full sessional costs.

## **Where NO authorised adult can be contacted.**

4. After 30 minutes the child(ren) will be placed in the Teatime Club and parents will be charged the full sessional costs. If the child(ren) has not been collected after one hour and no contact has been made or arrangements agreed we will follow our Safeguarding Procedures and contact the Local Safeguarding Team.
5. The Safeguarding Team will aim to locate the parent/carer or relative. If they are unable to do so the child may be placed into the care of the Local Authority.
6. The school will deliver a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child.
7. A full report of the incident will be written and placed in the child's school file.

### **Following a Late Collection**

- All late collected children will be recorded in the school registers and this information will be passed on to the school's Parent Support Adviser/Attendance Officer for further investigation.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents.
- Where there is no improvement in late collection a second letter will be sent and a referral made to the Educational Investigation Services.
- Where children are collected more than 15 minutes late from a school-run after-school club (e.g. football) on 2 occasions they will automatically lose their place at that club.

**This policy will apply to all children within our school and will be reviewed in September 2023.**