**Safe Collection of Pupils Policy**

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| **Date of Policy Creation**: | November 2018 | **Review Date:** | November 2019 | **Responsibility:** | FGB |
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| **Head teacher** | Mr Christopher Parkhouse | **Signed:** | **Date:** |
| **Chair of Governors** | Helen Goddard | **Signed:** | **Date:** |

**Policy Review**

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| **Date:** | **Notes:** |
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**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 **14 years or over**. The person may be a;

 Parent/Carer

 Family member

 Child minder

 Neighbour

 Someone over the age of 14 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 Key Stage 1 teachers have been instructed **NOT** to release infant children to siblings from Key Stage 2 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 kept in our data file in the office including:

* + - Home address and telephone number of parents/ carers
		- Place of work, and telephone number (if applicable)
		- Mobile telephone number (if applicable)
		- Emergency contact details
		- 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 Headteacher as soon as possible.

**Safe Collection**

School finishes at **3.05pm** for Reception to Year 6.

All children in Reception Classes wait inside the adventure outdoor area and are handed over individually to their authorised adult.

If, as a parent or carer of a child in the Early Years or KS1 (Nursery, Reception, Y1, Y2), 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 we will not hand over your child.

Children in KS1 and KS2 are taken to the designated door to the playground to meet their authorised adults. When parents/carers are identified by the teacher/TA in charge, children are handed over to their authorised adults. Staff members will be highly visible and 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.

Parents/carers must ensure that they have completed the consent slip for Y5/6 pupils to walk home unaccompanied. 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 Grove Road for pupils in Y5/6.

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.

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 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 use bikes, skates or scooters etc. on the school site.

**Extra‐Curricular Clubs Arrangements**

Please note that **ALL** parents/carers will need to complete an after-school club permission form including how they are to be safely collected. It is important that children are collected promptly from any extra-curricular activities.

**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’s responsibility to ensure children travel to and from school safely.

 **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 a possibly 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 (after 3.15pm), they will return into the building with their teacher and wait near the main office while the 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 under adult supervision

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

4. If the child (ren) has not been collected after 90 minutes, (4.30pm) and no contact has been made or arrangements agreed we will follow our Child Protection 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**

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 Service.

Where children are collected more than 15 minutes late from a school‐run after‐ school club (e.g. football) on 2 occasions they may lose their place at that club.

**This policy will apply to all children within our school and will be reviewed annually.**