

COLLECTING CHILDREN FROM SCHOOL POLICY

Rationale:

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, which is 3.15pm for EYFS, Key Stage One and Key Stage Two
- The school gates are opened at 3.10pm. Parents are reminded to keep the area around the classroom doors clear to enable children to make a safe exit
- Children in Key Stage One are let out of class at 3.15pm and handed over to their parent/carer. Parents/carers are expected to wait for their child at the external exits of their child's class
- Children in Key Stage Two are let out of class at 3.15pm. Parents/carers are expected to wait for their child at the external exits of their child's class
- Children in Early Years and Key Stage One cannot walk home alone and must be collected by a known adult. Whilst we prefer children in Key Stage Two to be collected, they may walk home alone as long as the parent/carer has given prior permission and the class teacher is fully aware
- If the person expected to collect the child is not there, the child will return to the classroom and inform the class teacher. Any child not collected within 10 minutes will be taken to the main entrance of school 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 706841)
- If you arrange for another adult to collect your child, who is not someone who normally regularly collects your child, you must let the school/class teacher know the details of that person
- If you or an identified adult have/has not arrived by 4.00pm to collect your child, and has not contacted the school, the school will contact the Customer Service Centre (Children's Social Care)

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. Children who have not been collected by 3.30pm will be supervised in the main entrance
3. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival
4. 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
5. 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
6. Where appropriate, a member of staff will ask the child if they have any additional contact information
7. School will continue to try and contact the parent/carer and the emergency contact/s
8. If contact cannot be made with the parent/carer or the emergency contact/s by 4.00pm, school will contact the Customer Service Centre (Children's Social Care)
9. 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.

This policy will be kept in the main office

Parents will be informed of the policy in writing

This policy will be reviewed annually by the Governing Body of Longman's Hill Community Primary School

Date last reviewed by governing body

March 2017

Date of full implementation

January 2014

Date for next review

May 2019 (Two Years)

<p><u>Policy Adopted by Headteacher</u></p> <p>Name: Mrs J Elcock</p>	<p><u>SIGNATURE</u></p>	<p><u>DATE</u></p>
<p><u>Policy Adopted by Chair of Governors (on Behalf of Governing Body)</u></p> <p>Name: C Roberts</p>	<p><u>SIGNATURE</u></p>	<p><u>DATE</u></p>