

John Perry Primary School



Policy on Collecting Children from School

Last review: October 2021
Approved on: December 2021
Next Review: October 2023

Policy on Collecting Children from School

Introduction

As part of our safeguarding procedures, it is essential that the school has a procedure in place for the safe collection of all children at the end of the school day, and guidance for parents/carers in the event of them being late/unable to collect their child. Sometimes there will be 'one-off' arrangements. For this reason we have set out clear procedures which all staff and parents/carers must adhere to.

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

General collection procedures

- School ends at 3.00pm for the ARP, Reception, Year 1 and Year 2, at 3.15pm for Year 3, Year 4, Year 5 and Year 6. Nursery AM finishes at 11:30am and Nursery PM finishes at 3:30pm
- Those children attending Bright Futures after-school club will be collected from individual classrooms by staff members of Bright Futures and escorted into the Infants Hall
- Those children attending other after-school clubs will be escorted by the class teacher or support staff to the agreed venue and supervised until the adult in charge arrives. Parents/carers are expected to wait on their playground to collect their child.
- Teachers will tick off the names of children in the Fire Evacuation Register as and when they are collected
- Children are not to be released if the teacher feels that the parent/carer is not in a fit state to ensure their child's safety

If the person expected to collect the child is not there, the child will remain with the class teacher or Learning Support Assistant (LSA) who is on duty. Any child not collected within 5 minutes will be escorted to the dining hall where they will be supervised by members of staff. Children should be collected from there. Adults collecting children late will be expected to give a reason which will be recorded in the late collection record book. This will be monitored and parents/carers may receive a warning letter and be invited to a meeting if we have concerns about frequent late collections. Please refer to our school's *Late Collection Policy* for the procedure beyond this point. The same procedures apply for collection from after-school clubs.

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 at least two 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 (020 82704622).

Non-parents collecting children

Parents/carers must have provided clear written permission to the class teacher or school office for children to be released to an adult who is not the parents or carers of the child. This permission must be given with the full name, address, relationship to pupil and contact number of the person collecting (see Appendix 1 – *Permission to Collect Form*).

- If any member of staff is unsure of the adult's identity, they may ask to see identification
- If, after checking identification, there is uncertainty over the person collecting, the member of staff should take the child to the school office where a member of SLT or the admin team will contact the parents to seek further guidance/advice
- If the parents/carers are not contactable, then the member of staff should refer to the procedures for children uncollected from school (see *Late Collection Policy*)
- Only in exceptional circumstances (e.g. an emergency), will children be released from school to young people over primary age, including older siblings. Parents/carers will need to provide written consent accepting full responsibility for the safety of the child.

The school 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 informed the school.

Collection from School during School Hours

Parents/carers should ensure that routine appointments, e.g. to see the dentist or doctor, are made during the school holidays or after school. If your child needs to attend appointments during the school day, evidence of the appointment/s should be provided to the school office prior to the appointment day wherever possible, so that this can be recorded. If class teachers are shown evidence of an appointment, they will inform the admin officer who will add the information on their behalf.

When coming to collect your child to attend an appointment, parents/carers who have not provided evidence beforehand, will be asked for evidence to validate the reason for the child to be collected from school during the day. Evidence could include a hospital letter, an appointment card or a text confirmation/reminder. If no evidence can be provided, parents/carers may be asked to speak to a member of the Strategic Leadership Team.

Children travelling home independently

Only children in Year 5 and Year 6 are allowed to leave school independently provided parental consent has been given in writing (see Appendix 2 – *Year 5 and 6 letter*). While we as a school promote independence in our children, we are always mindful that safety and security should come first, particularly as the evenings start to get darker.

Children must notify the class teacher when leaving school.

The school keeps a register of children who have permission to travel from school independently which is shared with the child's class teacher.

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.

Parents/carers should ensure that their child understands the Green Cross Code/Road Safety, is aware of stranger danger and clearly understands what action to take in case of an emergency. It is advised that children of primary age walking home alone go straight to an agreed residence and do not go home to an unsupervised dwelling.

Parental Responsibility

The school acknowledges that those adults 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.

Links to other policy documents

See also:

- Late Collection Policy
- Child Protection and Safeguarding Policy

Policy Monitoring and Review

A copy of this guidance is available to all staff, parents and carers and is published on the school website.

Parents will be made aware of this policy when their child is admitted to our school.

This policy is reviewed annually by the Governors' Safeguarding Committee.

Policy date: November 2021

Review date November 2022



PERMISSION TO COLLECT FORM FOR END OF SCHOOL DAY AND EMERGENCIES

I give my consent for my son/daughter to be released to the following person(s) in the event of emergency or illness, if I or those known to the school with parental consent cannot be contacted:

Pupil	
Name:	
Class:	
Parent/Carer 1:	
Parent/Carer 2:	
Emergency Contact Person 1	
Name:	
Address:	
Relationship to pupil:	
Contact number:	
Emergency Contact Person 2	
Name:	
Address:	
Relationship to pupil:	
Contact number:	

The information in this form will be used throughout your child's time at school. You may withdraw your consent at any time by contacting the school.

Signed: **Date:**

Print Name: **Relationship to Child:**

Please return to school by

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