

## SAFE COLLECTION OF CHILDREN POLICY

**Article 3 (Best interests of the child):** *The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children. This particularly applies to budget, policy and law makers.*

**Article 17 (Access to information; mass media):** *Children have the right to get information that is important to their health and well-being.*

### 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 an authorised person does not collect a child at the end of the school day, the school puts into practice the 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.

### 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 class teacher as soon as possible.**

### **Safe Collection**

School finishes at **3.20pm** for Classes 1, 2, 3, 4 & 5 and at **3.00pm** for Nursery.

All children in Nursery and Classes 1, 2 and 3 are escorted to the main door by an adult and are handed over individually to their authorised adult. If, as a parent or carer of a child in the Early Years or Lower School (Nursery, Reception, Y1, Y2 or Y3), you make arrangements for your child to be collected by another adult, **it is important you notify the school in writing, by note or via email, wherever possible.** We appreciate that often these decisions may be made at the last minute due to unforeseen circumstances, in which case you should call the school. 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 we will not hand over your child.

Children in Classes 1, 2, & 3 will exit at the top entrance. Children in Class 4 & 5 will exit via the school hall. Parents must ensure that they have completed the consent slip for Yr6 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.

Whilst there is no legal age for children walking to or from school on their own, The NSPCC have written a useful booklet for parents to support them in making the decision:  
<https://learning.nspcc.org.uk/research-resources/leaflets/out-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.

### **Buses (Reception to Year 6 children)**

If a child comes into school on the bus but a different arrangement is organised for the journey home, please let the school know either in writing or by phone call (do not ask your child to tell us). If we do not have confirmation from you, your child will be taken to the bus as normal.

### **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. Ideally this will be in writing, but if you do not have access to e-mail, please phone the school. Please remember that it is a parent'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 (after 3.20pm), they will return into the building with their teacher and wait near the main office while the staff attempt to contact parents/carers.
3. If a child is 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 but contact has been made, the school reserves the right to place the child in our After School Club and charge parents/carers the full sessional costs.

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

- **After 20 minutes the child will be placed in our After School Club** (if it is an afternoon when this happens) and parents will be charged the full sessional costs. If ASC is not on, the child will be looked after by a teacher or in the school office.
- If the child has not been collected after one hour, (4.15pm) and no contact has been made or arrangements agreed we will follow our Child Protection Procedures and contact the Local Safeguarding Team.
- 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.
- 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.
- 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 Family Link Worker/Attendance Officer for further investigation.
- Where a child has three 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 an extra-curricular school club (e.g. sports club) on 2 occasions they will automatically lose their place at that club.

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

Please note that the same procedures apply if your child attends an extra-curricular club. These generally finish at 4:30pm and an authorised adult should collect children. Again, Year 4, 5 and 6 children may walk home alone, if we have written permission. **No pupils will be allowed to leave school on their own at any time other than the normal end of the day at 3.20pm for safety reasons. This also applies to school discos.**

#### **After School Club**

Please ensure that you child knows that they will be attending after-school club ***before they come to school.*** If children aren't informed, this can lead to distress and confusion. Children should be collected **promptly at 5.30pm** by an authorised adult. **Children collected after 5.30pm will be billed an extra £5.00 to cover staffing costs.** If you require your child to be collected by a nominated adult, please put this request in writing to the school office with enough time for the office to notify after-school club staff. **Pupils will not be allowed to leave with any siblings under the age of 16.**

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