

St. Mary's and St. Peter's Church of England Primary School



***COLLECTING CHILDREN FROM SCHOOL
POLICY
2018***

Introduction

We believe high standards of care and love are an integral part of school life. Our school's Christian vision of 'Life in all its fullness' applies to all areas of our school. The two great commandments given by Jesus will underwrite the life of our school; they are to 'love God' and to 'love your neighbour as yourself'. It is our aim for both of these instructions to be evident in the whole life of the school, in the relationships between all members of the community, pupils, staff and parents, and also in our safeguarding responsibilities.

St Mary's and St. Peter's school fully recognises its moral and statutory responsibility to safeguard and promote the welfare of all pupils. Our 'Collecting children from school policy' is one of a range of documents which set out the safeguarding responsibilities of the school. We wish to create a safe, welcoming and vigilant environment for children where they feel valued and protected.

It is an essential part of Child Protection and Safeguarding that the school ensures all children leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school. 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.

General collection procedures

Children are to be collected at the end of the school day from their child's class teacher.

Children must inform their teacher when their agreed adult has arrived.

Children are not to be released from school with someone if they are showing signs of distress or anxiety.

Children are not to be released if the teacher feels that the parent is not in a fit state to ensure their child's safety.

Members of staff should never take a child home themselves.

Late Room procedures

When a child has not been collected by 3.30 pm, the child is taken to the office (medical room) where they are registered by the member of staff on duty.

The member of staff on duty makes contact with the parents by telephone.

If parents are unavailable, the emergency contact is called.

Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with the Educational Welfare Officer or Social Care.

Non-parents collecting children

Parents must have provided clear verbal or written permission to the class teacher for children to be released to an adult who is not the parents or carers of the child. This permission must be given at **drop off**. If a message is given to a member of the admin team during the school day, it may not be possible for the message to be given to the class teacher before it is time to go home. In these rare circumstances, class teachers will bring the child and the person collecting them to the school office (once all the other children have been dismissed) for clarification of this before sending the child home.

If any member of staff is unsure of an adult's identity they may ask to see identification.

If, after checking identification, there is any uncertainty about the person collecting, the member of staff should take the child to the school office and contact the parents by telephone to seek further guidance/advice, and inform a member of the Senior Leadership Team.

If the parents/carers are not contactable then the member of staff should refer to the procedures

for children uncollected from school.

Children travelling home independently

Children in Years 5 and 6 are allowed to leave school independently provided parental consent has been given in writing. The school keeps a register of children who have permission to travel to and from school independently which is shared with the child's class teacher. Children must notify the class teacher when leaving school. This permission only applies to children leaving school at the end of the school day (3.20pm). Further consent will be required if you would like your child to walk home independently after an After School Club. Any child leaving school early (e.g., for medical reasons) must be collected by a responsible adult.

Children Not Attending Activity or After School Club

If your child normally attends an activity club (football, rugby etc) or the After School Club on a particular day and **WILL NOT** be attending, it is the parent's responsibility that you have informed either the activity club leader or an office staff member. If your child is absent without prior notification the school office will send a text message to the registered Parentmail holder requesting that you contact the school office as a matter of urgency. If a response is not received within 10 minutes a staff member will telephone emergency contacts.

Parental Responsibility

The school acknowledges that those 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.

Policy Monitoring and Review

A copy of this guidance is available to all staff and parents and is published on the school website. Parents will be made aware of this policy when their child is admitted to this school.