Coopers Lane Primary School

Collecting Children from School Policy

September - 2019
Review – September 2020

Introduction

As part of our safeguarding procedures it is essential that the school ensures all children leave school at the end of the day with a designated appropriate adult. We appreciate that for many family's arrangements need to be flexible and it may be that a few people care for your child/ren 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 designated class area.
- Class teachers must dismiss child/ren to an adult.
- Children must not leave before being dismissed.
- If the class teacher has any concerns, the adult collecting will be asked to go to the school office to speak to the senior leadership team.
- If a child is showing signs of anxiety or distress, a member of the senior leadership team will meet with the child and the adult collecting before dismissing the child.
- Members of staff should never take a child home themselves.

Parents will be required to complete an "After school collection of children form", No person unless they are listed on the form will be allowed to collect the child/ren from school. (See appendix A)

We will only in an emergency situation accept phone calls advising us that someone other than the regular people stated on the form will be collecting your child/ren.

We will also request a password as a way of being able to identify the designated adult collecting the child. Please ensure that all adults that are collecting your child/ren are aware of the password. This information is collected as part of the admissions process and/or as part of the yearly annual data update/collection process and will be recorded on our pupil administration system.

If any member of staff is unsure of the 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/ren, to the school office and contact the parents by telephone to seek further guidance/advice, and inform a member of the Senior Leadership Team.

Children must be collected by someone over the age of 16 for years 2 – 6 and over the age of 18 for Nursey, Reception and Year 1. If staff are unsure of a young person's age, they will ask for proof before sending the child home.

Only pupils in year 5 and 6 can go home on their own provided that both the school and family have no concerns about the child's ability to keep themselves safe and that the school receives permission in writing from the parent/carer.
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. 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 should ensure that their child/ren, understands 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 with Parental Responsibility have a legal right to collect their child/ren 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.

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/ren 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. When coming to collect your child/ren, 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 you will be asked to speak to a member of the Senior Leadership Team.

Late Room procedures

- When a child has not been collected by 3.15 pm, the child is taken to the late room where they are registered by the member of staff on duty.

- The office staff will make contact with the parents by telephone.

- If parents are unavailable, the emergency contact is called.

- When a child has not been collected by 3.30 pm, the child is enrolled within afterschool tea club. The parent is liable to pay the cost for this service.

- 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.

Please note that these procedures will apply to all after school clubs.

After school collection of children

The following people have permission to collect my child/ren:

Child's Name ----------

Child's Class ----------

Name (including parents)	Relationship	Phone Number

Parent/Carer Name _____

Parent/Carer Signature _____

Date _____

No person unless they are listed on the form will be allowed to collect the child/ren from school.

We request a password as a way of being able to identify the designated adult collecting the child. Please ensure that all adults that are collecting your child/ren are aware of the password.

Password _____