

“Nurturing a lifelong love of learning”

Chapel Allerton Primary School



Collecting Children from School **Policy**

January 2021

Review date: January 2024

Introduction

The safety of the pupils at Chapel Allerton Primary School is of paramount importance to us and it is essential that school ensures safe arrangements are in place for all children leaving school at the end of the day. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child/ren after school. Sometimes 'one-off' arrangements may need to be made or other situations may occur that change collection arrangements. For these reasons, 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 classroom.
- Children must inform their teacher when their adult has arrived.
- Staff must ensure that children are only released once they have seen the person that the child is due to leave with.
- If alternative collection arrangements have been made e.g. play date, running late. The teacher must have had verbal/written confirmation from the parent/carer before releasing that child to another parent.
- 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 person collecting is not in a fit state to ensure the child's safety.
- Members of staff should never take a child home themselves. Under exceptional circumstances, and with parental consent, safeguarding staff or senior leaders may transport a child/ren home.

Late collection procedures

We ask that parents/carers contact the school office at their earliest convenience to inform us of a late collection.

- When a child has not been collected from their classroom by 3.25pm, the child is taken to the main corridor/KS2 Library area by classroom staff, where they are registered by the member of the SLT or admin team on duty that day.
- The member of staff on duty records the child's name, year group and class.
- At approximately 3:30pm office staff will begin to contact parents/carers via telephone (if school have not already been informed of a late collection).
- If parents/carers are unavailable, the emergency contacts will be called.
- **Children should be collected via the main school office after 3:25pm.** When the child is collected, the member of staff on duty records the time, adult collecting and the reason the adults are late.

- If a child is collected late more than once in a term, parents/carers will be charged a late collection fine. A fine of £5 per child for every 15 minutes late will be issued via Parent Pay.
- Children still at school after the office staff leave will be left with a member of the SLT or Safeguarding Officer.
- Lateness of collection is monitored by the Head Teacher. The school may share information with relevant authorities.

Non-parents collecting

Parents/carers must have provided clear verbal or written permission to the class teacher or school office for children to be released to an adult who is not the parent or carer of the child. This permission must be given with a name and description of the person or childcare provider collecting (if not already known to the school). Where possible, this person will be introduced to the class teacher in advance of the first collection.

- If any member of staff is unsure of the adult's identity, they should 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. Staff should also speak with a member of the Senior Leadership Team or Safeguarding Officer if considered necessary.
- If the parents/carers are not contactable then the member of staff should refer to the procedures for children uncollected from school.
- Children will only be released from school to older siblings, when the teacher is satisfied that it is safe and reasonable to do so.

Children travelling home independently

Children in Years 5 and 6 are allowed to travel home from school independently provided parental consent has been given. Parents/carers can do this verbally by contacting the school office, or in writing via email, letter, or child's planner (parent/carer signature must be included).

The school keeps an electronic record (via SIMS) of children who have permission to travel to and from school independently which is shared with the child's class teacher. A list of children who have parental permission to travel home independently must be kept in each classroom.

Children must always notify the class teacher before leaving school. Staff will refuse to allow a child without parental consent to leave school independently. Parents/carers should be contacted if there is any uncertainty.

School do not support Year 5 and 6 children being able to travel home independently with younger siblings. Parents/carers must discuss this matter with the Head

Teacher and if considered safe, parental permission must be given in writing. **Under no circumstances will school allow children in Foundation Stage or KS1 to travel home independently with an older sibling in year 5 or 6.**

The Head Teacher or Deputy Head Teacher may refuse permission for a child to travel home independently if there is a safety concern. This will be discussed with parents/carers.

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.

Where there are court orders in place for a child, school will comply with the arrangements as stated. We ask that parents/carers provide school with a copy of any court orders as soon as possible. Should a parent/carer wish to speak with school regarding a court order, they should contact the school office and ask to speak with a member of the safeguarding team.

Safeguarding / Failure to collect a child

Chapel Allerton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

We ask that all parents/carers support our school in this commitment and recognise that there may be occasions when staff must take steps to confirm collection arrangements if there is any uncertainty.

School staff have a duty of care to all pupils and therefore have the right to prevent a child from leaving school (independently or with a person who has arrived to collect) if there are concerns about the safety and welfare of a child.

Should there be any collection concerns staff will aim to resolve the matter discreetly and as quickly as possible. School will not tolerate any type of abusive or threatening behaviour towards staff from anyone who collects a child. Any such behaviour will be reported immediately to the Head Teacher and action will be taken as necessary.

In the event of a parent/carer failing to collect a child the procedure set out below will be followed:

- All contact numbers for parents/carers are repeatedly contacted and messages left
- Further emergency contact numbers are tried

- If in the event of a child not being collected and following 5.00pm, Social Care and/or the police will be notified of a non-collection and the matter will be handed over to their care
- On no account must a child be taken by a person not known by the school.