

COPPICE VALLEY PRIMARY SCHOOL
COLLECTING CHILDREN FROM SCHOOL PROCEDURE

Document History

Last review	October 2022
Next review date	October 2024

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COLLECTING CHILDREN FROM SCHOOL PROCEDURE.

Purpose

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of a school day, along with guidance for parents in the event of them being late or unable to collect their child.

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.

Policy

The school expects children to be collected at the end of the school day, which is 3.25pm for EYFS & Key Stage 1 and 3.30pm for Key Stage 2.

The school gates are opened at 3.15pm. Parents are reminded to keep the area around the classroom doors clear to enable children to make a safe exit.

Children in EYFS finish at 3.25pm. They stay in the class room with a member of staff and are sent out one at a time to another member of staff who supervises the handover of children. Children are handed over to their parent/carer or authorised collector by the class teacher.

Children in Key Stage 1 finish school at 3.25pm. Parents/carers are expected to wait on the patio area or path immediately outside their child's classroom. The class teacher keeps the children in the classroom and hands them over to a recognised parent/carer or authorised collector.

Children in Key Stage 2 finish school at 3.30pm. Parents/carers are expected to wait for their child on the patio area outside their child's classroom. Class teachers stand at the door to supervise children leaving. KS2 staff endeavour to see that pupils are handed over safely, however KS2 pupils are expected to be responsible for themselves at the end of the day. Older Key Stage 2 children may walk home on their own if school has been made aware of this in writing by the child's parent/carer – this will have been noted on Arbor (MIS)

If the person expected to collect a child is not there, the child will wait in the classroom. Any child not collected within 10 minutes will be taken to the school office and should be collected from the main entrance.

Please refer to Guidance for Parents within this policy for the procedure beyond this point.

Guidance for parents/carers in the event of them being late or unable to collect their child at the end of the school day.

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 up-to-date telephone numbers to contact you in an emergency. School has an 'Authorisation By Parent/Carer for Regular Collection of a Child from School by Another Person' form that can be completed with the names and details of up to 4 people who you have authorised us to allow to collect your child without the need for you to call school in advance. All persons on the list must be known to school or to the child on their details will be held on our Management Information System (Arbor).

If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school as soon as you know on 01423 563760

If you arrange for another adult to collect your child, you must let the school know the details of that person in advance either by completing an 'Authorisation by Parent/Carer for Regular Collection of a Child from School by Another Person' form if it will be a regular situation or by emailing the school office. No child will be handed over to someone who is not expected to collect.

If a parent/carer does not arrive to collect their child at the end of the normal school day /the end of an after school activity/ the Before & After School closing time and the school has not been made aware of alternative arrangements, school will take the following steps:

1. The adult in charge will ensure they are supervised.
2. Children who have not been collected by 3.40pm will be taken to the school office.
3. A member of staff will check with the office whether the parent/carer has emailed
4. If no contact has been made by the parent/carer, the office staff will attempt to contact the parent/carer and the emergency contacts by telephone.
5. Where appropriate, a member of staff will sensitively ask the child whether there is a reason that could account for their parent/carer being late.
6. Where appropriate, a member of staff will ask the child if they have any additional contact information.
7. School will continue to try and contact the parent/carer and the emergency contacts for 90 minutes after the normal school finishing time /the activity /the Before & After School closing time

8. If contact cannot be made with the parent/carer or the emergency contact/s after the 90 minute period, school will contact the Customer Service Centre (Children's Social Care) on 01609 780780

9. In an emergency, school will contact the police.

We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carer and she/he has given permission.