

**All Saints
Church of England Primary School**



Collection of Children Policy

Date of Review: September 2014

Date for next review: Autumn 2017

Approved by Governors':

We are all part of God's wonderful creation and each of us is special.

We will care for and respect:

- our world
- our school community
- ourselves

Finding joy in learning, and

All Saints Church of England School aims to be an inclusive school, rooted in Christian values, to create a secure, happy and stimulating learning environment where everyone can experience success. Effort and excellence are expected and affirmed.

All Saints want to ensure that children feel safe and secure.

As part of our admission procedures we require:

- a list of authorised collectors for each pupil. **Please note: Anyone under 16 years of age cannot legally collect children from the Foundation Stage.**
- emergency contacts that include at least one contact that is different to the parents/carers
- details of who has parental responsibility and who has legal contact with the child

This information is stored centrally in the Admin Office. Relevant staff will have this information for use in their own area of the school.

We require written permission from parents informing school of any changes to who will be collecting a child; unless there is a reasonable excuse or emergency. If written permission is not possible then there must be a phone call to school.

If a parent experiences an emergency, and none of the authorised collectors are able to collect the child, the parent must contact the school, and give details of the authorised collector and ideally a password. If the pupil is to be collected at the end of the school day then the office will notify classroom staff.

The following procedures will then be followed:

- The authorised collector must report to the school office (during school day) or the classroom (at the end of the school day)
- They must give the name the child they are collecting and the name the parent / carer who has sent them and given their authorisation. Classroom staff must check with the office if prior notification has not been provided
- Ideally - a password should be given

Daily Collection of Children Procedures

When a child is collected from **Foundation Stage (Year R) and Key Stage 1**, the following procedures will be followed:

- Children will be ready with their coats on, bags ready (with letters and reading books / homework) and lunch boxes with them.
- A member of staff will identify the parent and call the name of the corresponding child to join their parent/carer on a 1:1 basis.
- If a child has not been collected within 10 minutes of the closure of school (i.e. by 3.25pm) then the **procedures for uncollected children** will be followed.

In **Key Stage 2**, the following procedures will be followed:

- The children will leave their classrooms in an orderly manner and meet their parents / carers at either the front or back gates or outside classroom areas.
- Older children may walk home unaccompanied, (sometimes with friends or siblings) as agreed with their parents. Parents/carers are requested to inform classteacher if this is the case.
- Year 3 & 4 teachers will accompany the children to the front gate and supervise the children off site.
- Year 5 & 6 teachers will accompany the children to the back gate and supervise the children off site.
- Staff will remain outside until 3.25pm when any uncollected children will be returned to their class teacher and then the **procedures for uncollected children** will be followed.

If someone comes to the classroom to collect a child, but they are not on the list of authorised people, they must wait until the staff member has finished with the other children in the class, to go to the school office to contact the parent/carer. The child will remain with a staff member. If the parent is unavailable then staff must phone the other contacts in the list seeking permission. Only when verbal permission is given will the pupil be able to leave school. The same procedure will be followed if an adult arrives at the school office intending to collect a child.

On occasions older children (under 16 years of age) or older siblings at school can collect younger children. If this is to happen (*with the exception of children in Foundation Stage*) we require written permission from parents. This will only be allowed by school on the understanding that the arrangement will be reviewed and if school deems the person not to be a good role model where the younger pupil is not kept safe, school will approach parents / carers for another suitable arrangement. The letter should be addressed to the Headteacher who will notify the to the class teacher/TA. The Head Teacher will also give a copy to the Admin Officer who will store it in the individual yellow folders in the main office.

Procedures for uncollected children

The school day ends at 3.15pm. If a child remains uncollected within 10 minutes from the arranged pick up time, and we have received no contact, the class teacher will remain with the child - in the classroom or the teacher will take the child with them wherever they are working. If the child remains at the gate without being picked up, the teacher on gate duty will return the pupil to their class teacher.

A message will be left with the office staff to work down the emergency contact list. If we cannot make contact and agree action with the parent or guardian, or arrange for the child to be collected, we will contact the Education Welfare Officer (EWO) (Liz Lumb), 30 minutes after school closure, to inform them of the situation.

The class teacher will remain with, and care for the child, until the situation is resolved, together with at least one member of the School Leadership Team.

We will inform parents/carers by answer phone message, or if unavailable, will arrange for the EWO to make a home visit.

Under no circumstances are the School Administration Officers or Site Services Officer responsible for uncollected children.

Whilst we understand that on very rare occasions a parent/ carer might be genuinely delayed and therefore unable to collect their child/ren on time; we will make a charge of £10 per hour (or part of) to cover admin and child-care costs on the second and subsequent occasions in any school term when children are not collected on time.

Appendix 1- a paragraph around Collection of Children for newsletter sent out during September 2014

Over the summer we have reviewed our 'Collection of Children Policy' which states arrangements for picking up pupils at the end of the school day. Most of the policy remains the same, but there are some slight changes. Full copies are available via the school office.

- Foundation Stage / Year 1/ Year 2 - children collected from cloakroom doors and handed over individually. Please note: Anyone under 16 years of age cannot legally collect children from the Foundation Stage.
- Year 3/4/5/6 – families make own arrangements about where to meet their children – this could be by class cloakroom door, either at the front or back gates, cloakroom door of younger sibling etc (dependent on the age and maturity of the child). Teachers will escort children meeting at the front or back gate.
- There will be a teacher on duty on each gate until 3.25pm. Any children not collected by 3.25pm will remain with their class teacher until they are collected. At 3.25pm we will contact parents. They will need to be collected from the main school entrance.
- If a child is not collected 30 minutes after school ends we will contact our Education Welfare Officer for advice.
- When children join school parents will notify school about who is given permission to collect their children. Please contact the office (024 7622 4810) with any changes. We will only let children leave school with adults on this list, unless there is an emergency and the parent contacts with school.
- With the exception of Foundation Stage children, if a parent wishes for someone under 16 years of age to collect their child we will need written notification. This applies if an older sibling is collecting a child. Please address your letter to the head teacher, who will then notify the class teacher. We will arrange for a copy to be kept on file in the school office. If school believes that this person is not responsible or mature enough to collect a younger child we will approach parents for a more appropriate arrangement.
- Due to Health and Safety reasons children should wait next with the adult collecting them. Children (pre-school or otherwise) should not be on the playground, trim trail or Foundation Stage outdoor area before or after school.

We hope this is clear. If you have any questions please do not hesitate to contact the school.