



Safe Collection of Pupils Policy

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**Approved by local Governing body
St Joseph's Infant School**

Revision No.	Date Issued	Prepared By	Approved	Comments

Academy	St Joseph's Infant School
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SAFE COLLECTION OF CHILDREN POLICY

Statement of Intent

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. In the event that a child is not collected by an authorised person at the end of the school day, the school puts into practice agreed procedures.

Aim

The end of the school day is a busy time, and our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely.

The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children leaving the school premises.

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible and to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

The Authorised Adult

The authorised adult must be a responsible person aged **14 years or over**. The person may be a:

- Parent
- Family member
- Child minder
- Someone over the age of 14 who has the parent/carer's written permission to collect the child from school. Verbal consent can be accepted in emergency situations.
- All adults must be authorised by the child's main parent/carer

Methods

Parents/carers of children in our school are asked to provide specific information at the beginning of Reception and are asked to update us if there are any changes to this information which is kept in our data file in the office including:

- Home address and telephone number of parents/carers
- Place of work and telephone number
- Mobile telephone number
- Emergency contact details
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from school i.e. child minder, relative
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child



If there are any changes to any of the above, we ask that the school office is notified immediately. When there is a change to the end of the day arrangements, we ask that parents inform either the school office or the class teacher as soon as possible.

Safe Collection

School finishes at 3.15 pm.

Children in years R, 1 and 2 exit at the designated door to the playground to meet their authorised parents.

Once a child has been handed over to a responsible adult, they are no longer the responsibility of the school. We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

Other safety issues

Parents are responsible for ensuring that their children do not access or use any areas of the school site that are prohibited. This includes playing on any outdoor playground equipment such as climbing frames. This equipment is only permitted to be used by pupils of the correct age during the school day and under appropriate supervision.

No pupils should use bikes, skates or scooters etc. on the school site.

Extra-Curricular Club Arrangements

Please note that **ALL** pupils will need to be collected if they are staying late at school for any reason E.g. If your child takes part in any after school club, they will usually need to be collected at 4.00pm.

No pupils will be allowed to leave school on their own at any time.

Communication

As always, good communication between home and school is vital so please let us know ASAP if there are any changes to your normal drop off and collection routines. Particularly if you will be late to collect your child at the end of the school day and please remember that, it is a parent's responsibility to ensure children travel to and from school safely. Please talk to your children about staying safe.

When children are not collected

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon as possible to notify us that you may be late. If we receive no such message, the following procedure would be followed:

1. The child will be taken to wait at the school office
2. We inform parents that if children are not collected at the end of the day we will follow the following procedures:
 - Messages are checked to see if there are any changes to the end of the day arrangements
 - Parents/carers are contacted at home/work



- If this is unsuccessful other authorised adults are contacted
- In the meantime the child will wait at the office under adult supervision
- If no adult arrives to collect the children but contact has been made, after a further 15 minutes the school reserves the right to place the child(ren) in the after school club and charge parents/carers the full sessional costs.

Where NO authorised adult can be contacted

3. After 30 minutes the child(ren) will be placed in the after school club and parents will be charged the full sessional costs. If the child(ren) has not been collected after one hour (4pm) and no contact has been made or arrangements agreed we will follow our Child Protection Procedures and contact the Mash team (Multi Agency Safeguarding Hub).
4. The Safeguarding Team will aim to locate the parent/carer or relative. If they are unable to do so, the child may be placed into the care of the Local Authority.
5. The school will deliver a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child.
6. A full report of the incident will be written and placed in the child's school file.

Following a Late Collection

- All late collected children will be recorded in the school registers and this information will be passed to the school's family support worker/attendance officer for further investigation.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to parents.
- Where there is no improvement in the late collection, a second letter will be sent and a referral made to the Pupil Investigation Investigation team.
- Where children are collected more than 15 minutes late from a school run after club on 2 occasions they will automatically lose their place at that club.

This policy will apply to all children within our school and will be reviewed annually.