

VAUGHAN PRIMARY SCHOOL



Collection of Children from School Policy

Date: Summer 2021
Review Date: Summer 2023

Next Review: To be reviewed bi annually

Policy Review Dates

Review Date	Changes made
Summer 2019	New Policy
May 2021	Amendments to reflect additional detail re dismissal arrangements and what is considered as late

To be read with the following documents:

- **Safeguarding and Child Protection Policy**
- **Health and Safety Policy**
- **After School Club Parental Contract**
- **Charges and Remissions Policy**

Introduction

School staff are responsible for the children during school opening hours, but they have other commitments once their teaching day has finished. There is the expectation that parents/carers adhere to the relevant timings of the school day including extra-curricular activities undertaken within the school setting. We have the same expectation around punctuality when collecting children.

It is essential that the school ensures all children are collected during the school day and leave school at the end of the day with the nominated safe responsible person(s) as specified. We appreciate that for many families, arrangements need to be flexible and it may be that there are a number of adults who care for your child after school and there may be occasional 'one-off' arrangements. For this reason we have set out clear procedures which all staff and parents/carers must adhere to.

School Procedures

Upon admission to the school, parents/carers supply key information which forms part of the pupil record and is information we are legally obliged to hold, for example we collect:

- Names and full addresses of parents/carers (including confirmation of parental responsibility/private fostering arrangements* and copies of any legal orders)
- Information about any person who has been denied legal access to the child (and copies of any relevant legal orders etc)
- Home address and telephone number/s
- Place of work and work telephone number/s
- Mobile phone numbers where appropriate
- Emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

We keep all the above information on file. If there are any changes to this information we ask that the school office be notified immediately. Children may not 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 parent is not in a fit state to ensure their child's safety.

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. The school will of course comply with any court orders that may be in place.

When there is a change to the end of the day arrangements we ask that parents inform the school office immediately and the class teacher will be informed. If parents contact the school office after 2.45pm, there may be a delay in alerting the class teacher of alternative arrangements, which may result in the need to undertake further checks prior the child being dismissed from school.

General collection procedures

The procedures at the end of the day are as follows:

- For EYFS (Nursery and Reception) & KS1 (Year 1 and 2) – Children will be collected from their external classroom doors at 3.25pm – or in the case of the school being under a COVID protocol, parents will be advised in writing of the arrangements in place for time and location of collection

- In the case of Nursery, collection will take place promptly at 11.40 am and 3.40pm from the Nursery external door. Each child will be dismissed individually to their waiting parent/carer
- For KS2 (Year 3,4,5 and 6) - Teachers will wait in the playground with children at 3.25pm – or in the case of the school being under a COVID protocol, parents will be advised in writing of the arrangements in place for time and location of collection
- From 3.35pm those children who have not been collected will be brought round to the school office and registered as being collected late. The office will proceed to implement the late collection procedure and attempt to contact parents. For pupils in the Nursery, this will be between 5 - 10 minutes from the end of each session. Young children may naturally become more anxious when not collected, so parents should ensure prompt collection of pupils.

Non-parents collecting children

Parents must have provided written permission to the class teacher or the school for children to be released to an adult who is not on the authorised contacts list. This permission must be given with a description of the person collecting (if not already known to the school). The person collecting will be required to show photographic I.D. in order for the school to verify the identification of the adult.

- If any member of staff is unsure of the adult's identity they will 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, and inform a member of the Senior Leadership Team.
- If the parents/carers are not contactable then the member of staff should refer to the procedures for children uncollected from school.

Older Siblings collecting

The Royal Society for the Prevention of Accidents and the NSPCC recommend that no one under 16 should be left to care for a younger child.

It is the parent/carer's responsibility to ensure that the child is dropped off and collected by a responsible person if it is not safe for the child to walk home unsupervised. There is no minimum age set in law when a young person is allowed to remain in charge of another child, however it is an offence to leave a child alone if it places them at risk. This can include in the care of an older sibling if the level of supervision is 'likely to cause unnecessary suffering or injury to health' (*Children and Young Persons Act, 1933*). Therefore parents/carers must understand and be prepared to take responsibility for anything that should go wrong in their absence. They are also responsible for the care and safety of their eldest child, even while that child is acting in a caring role for younger siblings.

The suitability of a sibling caring for a younger child needs to be considered on a case by case basis, by a judgment of the potential risks of this arrangement; the maturity of the child collecting/being collected; the length and nature of the journey home, the behaviour and relationship of the children collecting/being collected.

Therefore all children at Vaughan Primary School, will only be released from school to other siblings under 16 years of age, when the teacher is satisfied that it is safe and reasonable to do so. The school must receive written permission from the parent/carer prior to this arrangement. If the school does not feel that it is safe and reasonable to do so, advice may be sought from Children's Services.

Children travelling home independently

Children in Years 5 and 6 are allowed to travel home at the end of the school day independently provided parental consent has been given in writing. 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 and stored electronically on the pupil file.

Children must be dismissed by the class teacher or adult supervising the class when leaving school at the end of the day. They must not leave school premises without this permission. If a pupil attempts to leave the school premises without permission, they will be sanctioned in line with the school's behavior policy.

The permission for Year 5 and 6 pupils to leave school unattended only applies to children leaving school at the end of the school day or at the end of an extra-curricular club: any child leaving school early (e.g. for medical reasons or being collected early) must be collected by a designated responsible adult over the age of 16.

Late procedures

- After 3.35pm, any children who remain uncollected from Reception – Year 6, will then be taken to the school office. For pupils in the Nursery, this will be between 5 - 10 minutes from the end of each session (11.40am or 3.40pm). Young children may naturally become more anxious when not collected, so parents should ensure prompt collection of pupils.
- Parents/carers will be contacted at home or work using all the numbers available from the pupil file.
- If this is unsuccessful other adults authorised by the parents/carers will be contacted. In the meantime the child will wait in the office under adult supervision.
- All late collections are recorded in the 'Late Book', which is monitored by the office staff and concerns raised with the Designated Safeguarding Lead.
- A pattern of lateness will prompt action by the Designated Safeguarding Lead in the form of a letter and, if the pattern continues, an meeting will be requested.
- If there is not a noted improvement in timely collection of children, advice may be sought from Children's Services and action taken.

What will happen if the school is unable to contact a named adult to collect the child?

If this procedure fails to locate an authorised adult to collect the child and they have not been collected by 4.30pm, the school will contact Children's Services. Children's Services will aim to find the parent/carer or relative and if unable to do so the child will be placed into the care of the Local Authority. Under no circumstances will any member of staff go looking for a parent or take the child home with them, unless advised otherwise by Children's Services. A full report of the incident will be written and placed in the child's school file.

What will happen if I arrive late to collect my child from an after school extra curriculum club?

Late collection from a extra-curricular club activity club e.g. football club on two occasions will mean the child will automatically lose their place at the club for the remainder of the term and our late collection procedures will be followed.

Appendix A

Parental Permission Slip for Year 5 and Year 6 Pupils

Child's Name..... Class.....

- I have given express permission for my child(ren) to walk home from school.

- I have risk assessed this activity and confirmed that
 - My child knows their full name, address and details of two family members phone numbers (including their home telephone number)
 - I have taught my child(ren) never to go off with anyone, not even someone they know, unless they're able to contact me to check it is ok
 - I have taught my child(ren) how to cross roads safely, explaining how to stop, look and listen and find the safest places to cross

- I have judged my child(ren) to be competent to complete the journey independently

Name of Parent/CarerDate.....

Parent/Carer Signature.....

Appendix B

Late Collection of Child Incident Form
for End of School day and Extra-Curricular Clubs

Date:

Name of Child:

Class:

Account of procedures followed:

Signed: _____ **Office Manager/Admin/ASC Leader**

Signed: _____ **Head Teacher**

Appendix C

Dear Parent/Carer

Re: Child's Name _____

As a result of your child not being collected from school today (date): _____ by _____
(time): _____ and having no reasonable reason for your child's non-collection,
we have now implemented the school's procedures for children uncollected after school
hours.

Staff have had to contact Children's Services who have now taken responsibility for your
child(ren).

Your point of contact will be:

These procedures have been implemented to safeguard and promote the welfare of your
child(ren). We hope that the circumstances that have led to the school contacting
Children's Services are not serious. However, I am sure you will appreciate the importance
of safeguarding your child(ren) in these circumstances.

Please contact me as soon as possible to discuss this matter further.

Yours Sincerely,

Head Teacher