

VAUGHAN PRIMARY SCHOOL



Collection of Children from School Policy

Date: Summer 2019
Review Date: Summer 2021

Next Review: To be reviewed biennially

Policy Review Dates

Review Date	Changes made
Summer 2019	New Policy

To be read with the following documents:

- **Safeguarding and Child Protection Policy**
- **Health and Safety Policy**
- **After School Club Admissions & Fees 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.

We reserve the right to use our judgement to refuse collection of children if we are not satisfied that it is safe to do so.

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
- For KS2 (Year 3,4,5 and 6) - Teachers will wait in the playground with children at 3.25pm
- 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 make contact with parents.

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.

**Children and Young Persons Act 1933 is up to date with all changes known to be in force on or before 11 July 2019. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations.*

- 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 notify the class teacher when leaving school at the end of the day. This permission 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 will then be taken to the school office.
- 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, a 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 an 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

Checklist for parents/carers to determine decisions regarding supervision of children before/after school

The following factors should be considered when children are left unsupervised at home; walking to/from school or in the care of a sibling:

- Has the parent/carer considered the risk/s posed by leaving their child alone or walking to/from school or in the care of a sibling?
- How old is/are the child/ren?
- How mature is/are the child/ren? What is their level of understanding/awareness about being unsupervised/walking to or from school?
- How long, and how often, will the child/ren be left?
- Is the home environment safe and secure? Has the parent/carer assessed the home environment/journey to or from school for risks? Has the older child or 'carer' been involved in this risk assessment?
- How far will the child/ren have to walk (if appropriate)?
- How far away will the parent/carer be? Will they be easily contactable?
- Do any of the children (this also includes the older sibling or 'carer') have additional needs – medical, emotional, behavioural, learning difficulties/disabilities? How will these needs be met in the parent/carer's absence?
- Does the child or sibling caring for another child know what to do in an emergency? Does the child know who they can contact in case of an emergency? Have instructions been left e.g. in case of a fire?
- What are the expectations of the child/ren during this time? i.e. are they expected to cook for themselves etc.?
- Does the child have knowledge about how to keep themselves and younger siblings safe e.g. road safety, not answering the door to strangers, cooking etc?
- What is the level of knowledge when it comes to first aid?
- How well do the siblings get on? How will tension be managed in the absence of the parent/carer?
- Are the children clear about rules and boundaries of what they can and can't do while parents/carers are out? If they are looking after a younger sibling, do they have the confidence and authority to implement these rules consistently? What will they do if the younger children misbehave?
- Is the home environment safe and secure? Has the parent/carer assessed the home environment/journey to or from school for risks? Has the older child or 'carer' been involved in this risk assessment?

Appendix C

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

Date	
Name of Child(ren)	
Class(es)	
Account of Procedures Followed	

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

Signed: _____ **Head Teacher**

Appendix D

Late Collection Letter

Dear [parent/carer],

As you are aware, [child] was collected late from school on [date]. I would like to remind you that, in order to keep your child/ren safe, the school is obliged to implement its Late Collection Procedure for children not collected on time. If you are regularly late to collect your child, fail to collect your child after xxx minutes, or fail to make suitable alternative collection arrangements this may lead to school contacting Police and Children's Services.

Please do speak to either myself or your child's teacher if you are currently experiencing difficulties in collecting your child, or if you would like to discuss this further.

Yours sincerely,

Headteacher

Appendix E

Non Collection Letter

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