

Seamer and Irton CP School



Policy name	Collecting Children from School
Frequency of review	Annual
Governor lead	Matthew Millington
Lead member of staff	Jonathan Wanless
Reviewed on	30 November 2017
Reviewed by	Governing Board
Next review	November 2018

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, and guidance for parents in the event of them being late/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 3.20pm for Key Stage One and foundation Stage and 3.30pm for Key Stage Two.
- The school gates are opened at 3.10pm. Parents are reminded to keep the area around the exit doors clear to enable children to make a safe exit.
- Children in Foundation Stage are let out of class at 3.20pm and handed over to their Parent/Carer. Parents/Carers are expected to wait in outdoor area near their classroom to collect their child.
- Children in Key Stage One are let out of class at 3.20pm and handed over to their Parent/Carer. Parents/Carers are expected to wait in outdoor area near their classroom to collect their child.
- Children in Key Stage Two are let out of class at 3.30pm. Parent/Carers are expected to wait for their child at the front of the school.
- Children may walk/cycle home on their own as long as the class teacher has been made aware.
- If the person expected to collect the child is not there, the child will return to the classroom and inform the class teacher. Any child not collected within 10 minutes will be taken to the school office and should be collected from there.
- Please refer to **Guidance for Parents** within this policy for the procedure beyond this point.

GUIDANCE FOR PARENTS/CARERS IN THE EVENT OF A PARENT/CARER NOT ARRIVING 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.

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately 863489.
- If you arrange for another adult to collect your child, you must let the school know the details of that person.
- If you are unable to arrange for another adult to collect your child then the school will look after your child until 3.40pm at the school office. Your child will then be booked into SKIDS4KIDS if they have availability. Please make sure that your child is registered with SKIDS4KIDS.

If a parent/carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:

- 1) The teacher will bring the child/children inside and ensure they are supervised.
- 2) The children who have not been collected by 3.40pm will be booked into SKIDS4KIDS.
- 3) A member of staff will check with the office whether the Parent/Carer has telephoned and left instructions or an estimated time of arrival.
- 4) If no contact has been made by the Parent/Carer, the office staff will attempt to contact the Parent/Carer and the emergency contact 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 contact/s.
- 8) 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 s/he has given permission.

This policy will be kept in safeguarding file in the main office.

Parents will be informed of the policy as an attachment to the newsletter.

Signed.....Chair of Governors

Signed.....Headteacher