



St Cuthbert's CE Primary School

Policy for collecting children from school 2014

Purpose

To ensure the safeguarding of 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 3.20 -3.30 p.m. for EYFS and Key Stage 1 and 3.30 p.m. for Key Stage 2.
- Children in EYFS and Key Stage 1 are collected from their classroom and handed over to their parent/carer. Parents/carers are expected to come into the classroom for EYFS and wait in the area outside the classroom, next to the cloakroom to collect their child for Key Stage 1.
- Children in Y3/4 are let out of the side door near their classroom at 3.30 p.m. Parents/carers are expected to wait for their child in the area outside the classroom.
- Children in Y5/6 are accompanied by their teacher to the main gate where parents may wait to meet them.
- Children may walk home on their own as long as the class teacher has been made aware and by a parent/carer.
- Those children who travel home on the bus will be accompanied by a member of staff to their buses and reminded to strap themselves in.
- If the person expected to collect the child is not there, the child will remain in the classroom, or brought back into school and the adult and parents will be rung. Any child not collected within 10 minutes will be taken to After School club and should be collected from there. They may be charged for the first half hour if this is a regular occurrence.



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 01423 711407.
- If you arrange for another adult to collect your child, please fill in the slip ' Change of arrangement at the end of the day' situated in the Conservatory, the office or Y5/6 classroom, or by phone. 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 in After School Club and you may be charged if this is a regular occurrence.
- If you or an identified adult have/ has not arrived by 6p.m. to collect your child and there has been no contact from you, the school will contact the Customer Service Centre (Children's Social Care).

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 children down to After School Club.
2. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
3. 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.
4. 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.
5. Where appropriate, a member of staff will ask the child if they have any additional contact information.
6. School will continue to try and contact the parent/carer and the emergency contact/s.



7. If contact cannot be made with the parent/carer or the emergency contact/s by 6 p.m., school will contact the Customer Service Centre (Children's Social Care).
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 the school office and on the school web site.

Parents will be informed of the policy by receiving a paper copy in the first instance.

This policy will be reviewed every 2 years by the Governing Body of St Cuthbert's CE Primary School.

Signed _____ Chair of Governors

Signed _____ Head teacher

Date adopted by Governing Body _____