



Collection of Children Policy

Evidence of intentions and practice - for the information of staff, governors, parents, LA, OFSTED and DfE

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Approved by:
Personnel Committee

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PARKSTONE PRIMARY SCHOOL

Collection of children Policy

Our school has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they depart at the end of the school day.

1 Foundation Stage and Key Stage One

- 1.1 Under NO circumstances are children allowed off the premises with anyone other than authorised collectors – ie: those specified by parents, carers or legal guardians.**
- 1.2 Parents must name the authorised collectors of their child before the child starts school. If there are any changes to these arrangements parents need to inform the school immediately either by contacting the school office, or writing to the class teacher. In cases where the new 'collector' is unknown to the school, the school will ask for a photograph or introduction to the new 'collector' to ensure they know by sight who is collecting their child. It is the parents / carers / legal guardians responsibility to ensure the school knows who will be picking up their child.
- 1.3 The first few days of a new school year are difficult as the staff have not had the opportunity to identify parents. Therefore for the first week the children will be kept in the school until a parent has identified themselves through the giving of the child's date of birth, and the child is happy to go with them.
- 1.4 If anyone other than the authorised collector is collecting, permission must be given by the methods stated above. Under no circumstances will a child be released to another parent without the parent contacting either the school office or the class teacher. This includes children being taken to parties by other children's parents etc.
- 1.5 If there is request for a specific person not to be allowed to collect a child (eg: in child protection or custody cases), written instructions must be provided to the school by the parents / carers or legal guardians so the school is fully informed. The school will request a photograph of this person. It should be noted that if there is no court order preventing a parent collecting a child, we have no right to refuse permission.
- 1.6 If in an emergency, a parent phones and asks for an unauthorised collector to collect the child that day, the school will ask the parent the child's date of birth and also ask the collector as a security measure. If the collector is unknown to the school, the collector will be required to pick the child up from the school office.

- 1.7 It is the parents / carers / legal guardian's responsibility to ensure the safe collection of their children at 3.05pm, the end of the school day, by ensuring that they are on the premises at the agreed collection point to receive their child and by facilitating the school with the correct and up to date information. If there is any doubt about the collection of a child at the end of the school day in Foundation Stage or Key Stage One, the class teacher or member of staff in charge of the children is to investigate immediately including phoning all emergency contacts.
- 1.8 If no-one arrives to collect a child and the parent cannot be contacted within half an hour of the end of the school day, the school will contact Social Services to inform them we have an uncollected child on the premises.
- 1.9 On rare occasions, a parent or carer may appear to be unfit to look after their child when they come to collect them. In such circumstances, Child Protection procedures should be applied. Staff should note, however, that we do not have the right to refuse permission for a child's legal parent or guardian to take their child home, unless there is a court order in place and the school have a copy of the document.
- 1.10 If a parent or carer arrives to collect a child during the school day, without prior notice, for any reason, they should be referred to the head teacher or senior teacher in her absence, so that the child's removal from the premises can be authorised.
- 1.11 If a child is absent from school, parents / carers / legal guardians are required to inform the school as soon as possible, on the first day of absence, so that the school is fully informed as to why the child is not present at school.
- 1.12 The start / end of the school day for Foundation Stage and Key Stage One is as follows:
- Children are collected from the playground at 8.55am – the children need to be in the playground at this time
 - The school day officially ends at 3.05pm and staff are on duty until 3.15pm

2 Key stage Two

- 2.1 By the time the children move to Key Stage Two, the school encourages the children to be independent in terms of arrival and collection from school. This arrangement is also in place to support our working parents / carers / legal guardians and those who wish their children to walk home unaccompanied.

3 Years Three and Four (Transition from procedures in KS1 to KS2)

- 3.1 The children are seen off the premises at the end of the school day (3.05pm) by their class teachers or member of staff responsible for them. **The children are released with the knowledge that if there is no known adult waiting to collect them, they are to return into school**, either to the class teacher or the main school office, where there will be members of staff available to support them. At this point the school will make every attempt to contact the legal guardian/s of the child in order to facilitate safe collection for example phoning emergency contacts. During that time, the children will be under the

supervision of school staff and therefore safe. If we are unable to make contact with the authorised 'collector' / legal guardians after half an hour we will contact Social Services to inform them we have an uncollected child on the premises.

- 3.2 If in an emergency, a parent contacts the school and asks for an unauthorised collector to collect their child that day, the school will ask the parent the child's date of birth. In the case where the "collector" is unknown to the school and child the school will ask that the child is picked up from the school office and the appropriate security question will be asked. Staff will only release a child if the parent has contacted the school directly and not through another parent.
- 3.3 If there is a request for a specific person not to be allowed to collect a child (eg: in child protection or custody cases), written instructions must be provided to the school by the parents / carers or legal guardians so the school is fully informed. The school will request a photograph of this person. It must be noted that if there is no court order preventing a parent collecting a child the school cannot refuse to release the child.
- 3.4 In the case of school sporting events / visits etc, it is parents / carers / legal guardians responsibility to inform the school who will be picking up their child if it is someone other than the authorised collector.
- 3.5 In some cases parents / carers / guardians have made the choice for their children to walk home by themselves at this stage of their school life. This is of course the parents / carers / legal guardians prerogative, but the school must be informed of this choice so records are up to date. This will be done by completing a return slip at the end of the summer term, in preparation for the coming year.
- 3.6 If a parent or carer arrives to collect a child during the school day, without prior notice, for any reason, they should be referred to the head teacher or senior teacher in her absence, so that the child's removal from the premises can be authorised.
- 3.7 On rare occasions, a parent or carer may appear to be unfit to look after their child when they come to collect them. In such circumstances, Child Protection procedures should be applied.

4 Years Four / Five and Six

- 4.1 A number of the children in these age groups elect to walk home with their friends and parents / carers / guardians have given permission for this to take place. Again the school must be kept up to date with this information, through the completion of a return slip at the end of the summer term, in preparation for the coming year. Parents need to understand that they are then responsible for the safe departure of the children from school in this situation. However, every attempt is made to work with parents for the safe collection of their children after school and the same procedures apply as above in all cases of an uncollected child or change of authorised collector, if those procedures are still in place at the request of parents / carers / legal guardians.

- 4.2 If a child is absent from school parents / carers / legal guardians are required to inform the school as soon as possible, on the first day of absence, so that the school is fully informed as to why their child is not present at school.
- 4.3 If a parent or carer arrives to collect a child during the school day, without prior notice, for any reason, they should be referred to the head teacher or senior teacher in her absence, so that the child's removal from the premises can be authorised.
- 4.4 Arrival/Departure times Key Stage Two
- 8.55am – the children will be collected from the playground – members of staff are on duty from 8.50am on each playground but the child remains the responsibility of the parent until 8.55am
 - The school day officially ends at 3.05pm. Staff are on duty until 3.15pm.

Periodically the school will request updates from parents regarding all issues of safety, be they contact details, collection details or medical information. These requests appear in school newsletters or separate information letters to parents. At all times the responsibility remains with the parents / carers / legal guardians to keep the school informed of any changes to arrival, collection or other procedures.