

St Paul's Church of England Primary School Oswaldtwistle



“Don’t let anyone look down on you because you are young but set an example for the believers in speech; in conduct; in love; in faith and in purity.”

(1 Timothy 4:12)

Collection of Children Policy

September 25

Arrangements for collecting children

Parents/carers will be informed, when their child starts school and at the start of every school year, the procedures for collecting the children at the end of the school day. If this changes, parents will be informed. Parents/carers must abide by the school's procedures for collection, to ensure that the children are dismissed safely.

Appointments

School advises parents to make appointments outside of the school day where possible. However if a parent needs to collect the child early for an appointment, then a copy of the appointment letter/card should be shown to the school office, in advance.

Contact details

It is absolutely essential that parents/carers provide the school with a record of their contact details, i.e. names, addresses, home, work & mobile telephone numbers. If possible, parents/carers should also provide the school with the contact details of at least two other relatives/carers who can be called when the parent/carer cannot be contacted or in the event of an emergency. The school will endeavour to keep this record up to date by reminding parents of the need to notify the school of any changes.

Persons collecting children

It is not school policy to allow any unknown persons to collect children from the school. If a 'new person' is going to be collecting a child at the end of the school day, school must be informed by the parent/carer in the morning (with a brief description of the adult who is going to be collecting the child), otherwise the child will not be released into the care of persons unknown. Similarly, if another parent is collecting your child, please let the school office/class teacher know. We will not allow children to go home with any other parent unless you have confirmed this.

Separated parents/relationship breakdown

A parent with Parental Responsibility can collect their child from school. Staff cannot prevent a separated parent from collecting their child unless there is a court order in the school's possession, or identified child-protection issues (which must be notified by Social Services) preventing that parent from having access to the child. If a parent, with whom the child does not normally reside and/or does not normally collect from school arrives to collect, the school will contact the parent who normally collects the child to discuss the situation. Parents are asked to avoid this situation happening. School will seek advice from Social Services if this becomes an issue.

Managing Parents / Carers under the Influence of Alcohol or Drugs

Teachers will immediately alert the Headteacher or other responsible senior staff if a parent is under the influence of alcohol or drugs when attempting to collect.

If the pupil is thought to be potentially 'at risk' or likely to suffer 'harm' by leaving the school premises with the parent/carer, then the school can, in extreme circumstances, refuse to hand over the pupil – but this can only happen if the parent/carer is in no fit state to take charge of the child and the appropriate services must be notified immediately, i.e. the police, who have emergency protection powers, and social care.

The school's designated person for child protection will record both the incident and any resultant actions taken under the local safeguarding procedures.

Procedures for dealing with children who are not collected at the end of the day

Our school recognises that it has a statutory duty to safeguard and promote the welfare of its pupils, and that this duty extends to having arrangements in place for dealing with children not collected from school at the end of the school day or school activity. This protocol explains those arrangements:

- Any pupil who is not collected by 3.30pm will remain in school under the supervision of an appropriate member of school staff. They will attend afterschool club. This will incur a £5 charge.
- School will care for a pupil who has not been collected until such time as he/she is collected by a parent/carer, or appropriate alternative arrangements are made with social care and/or police to ensure the child's safety. *N.b. It is also acknowledged that many primary age pupils and most secondary age pupils travel independently between home and school, and when considering these children's circumstances the policy will need to be applied with discretion.*
- The school's designated leader for child protection will keep a record of every occasion when parents do not collect a child from school or are late in doing so for no good reason. Any child welfare concerns arising out of such incidents will be dealt with in accordance with the school's child protection procedures. Instances of the same child repeatedly not being collected on time may result in a referral to social services.

Collection of children

Foundation Stage

Children are dismissed by the class teacher/lead TA at the end of the day directly to a known adult through the Foundation Stage Outdoor Area gate. The children must be collected by an adult and are not allowed to walk home on their own. For safety reasons we also do not allow Key Stage 2 children to collect Foundation Stage or Key Stage 1 children and walk them home. If you are unable to come yourself please arrange for another responsible adult to collect your child(ren). If this person is not known to staff, please telephone the school office. Please stress to your child that they must always wait with their teacher until their grown up arrives to collect them.

Key Stage 1 and Key Stage 2 children (Year 1-6)

Children are dismissed by their teacher at the end of the day and are escorted from their classrooms to the playground or external doors and handed over to a known adult.

Staff are present on the yard or by their door until all children in their class have been handed over/walked home. By prior arrangement, Year 5 and 6 children may be allowed to walk home by themselves, but we would ask you to communicate this with the class teacher at the start of every school year.

In order to increase security, we have a password system for collection of a child if it is another person other than 'usual' parent/carer picking up. If a person arrives to collect a child and does not have the agreed password, we will ring prime contact/parent and get some more information.

In an emergency, if a parent was to ring and inform us that a neighbour or friend was to collect we would ask the parent over phone for authorisation and the password. It is the parent's responsibility as to the wellbeing of their own child on leaving the school, as once out of the premises they are no longer in our care.

Delayed collection

All children should be collected at the end of school which is 3.20pm (3.10pm for Foundation Stage children) unless they are attending an after school club.

Parents **must** notify the school immediately should, due to unforeseen circumstances, the arrangements for collections change or if they are delayed.

Late Collection Procedure

3.20pm (3.10 FS)	Children are released from class.
3.20pm 3.30pm	Reception Class external gate is locked by class staff. St Paul's Street/Frederick Street gate is locked by a member of staff. Any uncollected children are brought to the entrance hall. Parents who collect children late after 3.30pm are asked to sign along with the reason for late collection. Class teachers must ensure office staff and/or member of SLT know which children are left. A member of staff must wait with the children.
3.30pm (3.25 FS)	Mrs Cash will ring contact numbers to try to reach a responsible adult to collect the child. Parents who collect children late (after 3.30pm) WILL be charged £5 for the additional cost of providing supervision for their child/ren by an appropriate member of school staff.
4.05pm (or at the professional discretion of the Senior Leader in charge)	If still no contact, school will contact Lancashire Social Services Team to discuss the situation. A record of the call will always be made, and any subsequent actions taken, in line with the school's Safeguarding & Child Protection Policy will be recorded in CPOMS.

If late collection is persistent, the Headteacher/member of the SLT will contact parents to discuss the issue.

We will as carers, always remain calm as to not alert the child concerned. **Important, ANY staff in charge of classes must ensure children who have not been collected are handed over to a member of the SLT or teacher in charge before leaving.**

After school clubs

Members of staff in charge of an after school activity should obtain written consent from a parent/carer for the child to stay. The parent should have been informed of the finishing time (clubs last until 4.15pm unless otherwise stated). The member of staff should have arrangements in place so that they know how each child is to get home safely. If children are walking home, this **must** be put in writing by the parent/carer.

When arrangements change for extra-curricular activities (e.g. due to the illness of the staff member running it), parents and carers must be informed, as this may affect arrangements for collection at the end of the day. This should be done by letter, email or text no later than the day before the event. If the changes are due to a last-minute emergency and this is not possible then the DHT or HT **MUST** be informed.

If any extra-curricular activity is run by non-staff, a named member of staff should stay until all children have been collected. Parents need to inform school if a child is not able to attend the club they have signed up for as registers are taken.

After School Club Late Collection Procedure

4.30pm or end of club	Children are released to parents in the entrance hall
(10 minutes after club finishes)	Staff member to ring contact numbers to try to reach a responsible adult to collect the child. Parents who collect children late after 4.25pm are asked to sign their children out using the schools electronic logging out system, along with the reason for late collection.
30 minutes after club finishes	Senior Leader to contact Lancashire Children's Social Services as above.

September 25