

NORDEN COMMUNITY PRIMARY SCHOOL POLICY FOR COLLECTING CHILDREN FROM SCHOOL

OVERVIEW

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 the school day, and guidance for parents and carers in the event of them being late/unable to collect their child.

INTENT

- 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,

IMPLEMENTATION

1. The school expects children to be collected at the end of the school days, which is 3pm for children in years Reception to Year 6 and 3.15pm for children attending the afternoon session of Nursery.
2. All children are brought to the door by their teacher or teaching assistant and handed over to their parent/carer.
3. Parents/carers are expected to wait near their child's exit, within the school grounds.
4. Children in Years 5 and 6 may walk home on their own if their parents/carers have provided written permission for this.
5. If the person expected to collect the child is not there, the child will remain with the class teacher or teaching assistant. Any child not collected within 10 minutes will be taken to the school office and should be collected from the main entrance.
6. Refer to Guidance for Parents and Carers within this policy for the procedure beyond this.

IMPACT

All children will be kept safe at the end of the school day. There will be a safe hand over from school to parents/carers.

This policy applies to After School Clubs as well as school.

Policy updated December 2023

Governor approval December 2023

Guidance for parents/carers in the event of a parent/carer not arriving to collect their child at the end of the school day/ASC/Busy Bees

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 3 up to date telephone numbers to contact 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 office immediately (01706 641013)
- If you arrange for another adult to collect your child from school, you must let the school know the details of the person in advance either in writing or by telephone.
- Your child can only be collected by somebody over the age of sixteen years.
- Your child can only be collected by somebody they know and are comfortable with. If you are unable to arrange for another adult to collect your child then the school will look after your child for ten minutes, supervised by a member of staff.
- If your child has not been collected after ten minutes at the end of the school day, they will be placed in our Busy Bees provision at a cost of £8.20. If there are no places available, the cost will be the same as a member of staff will be needed to supervise.
Please do not rely on clubs being available at very short notice.
- If your child has not been collected after 10 minutes at the end of their After School Club or Busy Bees session then there will be an additional charge of £5.00.
- If we have families that are late on a regular basis then school may stop the child from attending After School Clubs or the Busy Bees provision for a period of time.

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/teaching assistant will bring the child/children inside the school building and ensure they are supervised.
2. Children who have not been collected by 3.10pm will be supervised at the main office and you will be charged.
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 then other emergency contacts listed.
5. Where appropriate, a member of staff will sensitively ask the child whether there is a reason that could account for the parent/carer being late.
6. Where appropriate, a member of staff will ask the child if they have additional contact information.
7. School will continue to try and contact the parent/carer and the emergency contacts until 4pm.
8. If contact cannot be made with the parent/carer or any the emergency contacts, school will contact either the Police or Children's Social Care.

We will not allow your child to be taken home by another adult unless this has been previously arranged by the parent/carer and school have been informed.