



North

Yorkshire County Council

Children and Young People's Service

St Peter's Brafferton CE VA Primary School

Policy detailing collecting children from school 2016

This sample policy is written by NYCC Education Safeguarding Managers with acknowledgment that it is based on a policy written by Meadowside Primary School, Knaresborough.

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 3.30 pm.
- The pedestrian gate will be opened at 3.20 pm by the school admin assistant. The admin assistant will monitor the main gate to ensure children depart sensibly and safely until the head teacher has arrived and ensured that the bus/taxi children have been collected, when she will take over to ensure all children have been collected.
- In Classes 1 and 2 the teacher will stand at the cloakroom door and ensure each child is collected by a known parent/carer. Parents/carers are expected to wait outside the cloakroom door to collect their child. Parents are reminded to keep the area around the classroom doors clear to enable children to make a safe exit. Children in Year 3 may walk down to the main school gate as long as the class teacher and head teacher have been made aware.
- Children in Class 3 (Years 4-6) are let out of school via the 'disability' exit at the back of school at 3.30 pm. Parents/carers are expected to wait for their child either outside this door or at the school gate.
- Children may walk home on their own as long as the class teacher has been made aware and a risk assessment has been completed by the teacher with parents and child.



North

Yorkshire County Council

Children and Young People's Service

- 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 BASE (building in main classroom) and should be collected from there.
- Children traveling by bus or taxi will wait in the resources room for the headteacher to collect them/take them to the taxi/bus.
- Please refer to **Guidance for Parents** within this policy for the procedure beyond this point.



North

Yorkshire County Council

Children and Young People's Service

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 (*tel. no. 01423 360250*)
- 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 in BASE.
- If you or an identified adult have/ has not arrived by 4.30 pm to collect your child, 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 child/children inside and ensure they are supervised.
2. Children who have not been collected by 3.40 pm will be supervised in BASE.
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, 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. If contact cannot be made with the parent/carer or the emergency contact/s by 4.30 pm, school will contact the Customer Service Centre (Children's Social Care).



North

Yorkshire County Council

Children and Young People's Service

9. 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 available on the school website.

Parents will be informed of the policy by letter.

This policy will be reviewed 3 yearly by the staff and Governing Body of St Peter's Brafferton CE VA Primary School.

Signed Shirley Sowray

Chair of Governors

Signed Mrs Jude Willaims

Head teacher

Date adopted by Governing Body Dec 2016

Next review date Dec 2019