



As a church school, our vision is for each child to have a love of learning, hope, confidence, wisdom and respect for all.

**Life in all its fullness** John 10:10

## **Collecting Children from School Policy**

### **Introduction**

This policy is to ensure the safeguarding of all the 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.

### **Collection Procedure**

- The school expects children to be collected at 3.30 pm. Children should not be collected before this time unless there are exceptional circumstances, in which case, the Headteacher's permission must be sought.

### **Helperbees end of day collection**

- Parents to come into the school grounds (no earlier than 3.25pm) to wait by the Helperbees door for collection.
- Please keep clear of the school doors/gates so that children can leave safely
- Staff will give a handover with each child

### **Class 1 end of day collection**

- Parents to come into the school grounds (no earlier than 3.25pm) to wait by the Class 1 gate for collection.
- Please keep clear of the school doors/gates so that children can leave safely
- Staff will give a handover with each child

### **Class 2 and 3 end of day collection**



- Parents to wait outside the front school gate to collect their child, preferably on the same side of the road.
- Teachers will bring pupils to the school gate and handover to their parent/guardian.
- Year 5/6 may walk home on their own if the School Office have received a signed 'walking home' permission.

Children traveling by bus or taxi will wait in the school office for a staff member to collect them/take them to the taxi/bus.

### **Additional information**

- 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. A picture or password system may be set up.
- If you are unable to arrange for another adult to collect your child then the school will try to look after the child temporarily in BASE (this is not always possible due to legal staff ratios).

**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. 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, staff will attempt to contact the parent/carer and the emergency contact by telephone.
4. School will continue to try and contact the parent/carer and the emergency contact/s.
5. If contact cannot be made with the parent/carer or the emergency contact/s, school will contact the North Yorkshire Children's Social Care. In an emergency, school will contact the Police.



If a child is not collected from BASE by 6pm or holiday club by 5.30pm, efforts will be made to call the emergency contacts for that child. If no contact can be made, safeguarding procedures will commence (Headteacher informed). This may include calling the Police.

#### **Role of parents**

- Notify school of the arrangements for end of day collection for their child
- Ensure the school office has up to date contact details for parents/carers

#### **Role of School Staff**

- Safely hand over pupils at the end of each day
- Report to the Headteacher if a child is not collected at the end of a school day
- Call parents to check the arrangements for the child if a parent is late
- Follow the school's safeguarding procedures

#### **Role of the Headteacher**

- Ensure staff are handing pupils safely handed over at the end of a school day
- Follow the school's safeguarding procedures if a parent does not collect

#### **Role of governors**

- Ensure this policy is followed and monitored as part of the school's safeguarding procedures

**Monitored by: FGB**

**Date adopted: December 2023**

**Next review: December 2026**

**Date of next review: 3 yearly**



### **Walk home from school Permission**

Should you, as parents, feel your child is mature enough to cope with this responsibility, would you please complete and return the slip below, giving permission for your child to do so.

No child will be allowed to walk home without prior consent from a parent or guardian.

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I give permission for my child to walk home (or to another specified destination) on their own after school.

I have explained to my child the safety aspects of walking home on their own.

I understand that it is the responsibility of parents, and not the school, once my child has left the school premises.

**Child's Name:**

**Class:**

**Parent's Name:**

**Signed:**

Specified location if other than home: