



North

Yorkshire County Council

Children and Young People's Service



St Peter's Brafferton
C of E (VA) Primary School

Small school, big heart

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

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. Children should not be collected before this time unless there are exceptional circumstances, in which event the Headteacher's permission must be sought.
- The main school gate will be opened at 3.25 pm by a staff member. They will then monitor the main gate to ensure children depart sensibly and safely until another member of staff has arrived and ensured that the bus/taxi children have been collected, when staff will take over to ensure all children have been collected.
- In Class 1 parents/carers are expected to wait by the Class 1 outside area fence 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 Class 2 and 3 will be brought down to the main school gate where parents should wait to collect them.



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- Older children may walk home on their own as long as School Admin have received a signed 'walking home' permission.
- If the person expected to collect the child is not there, the child will return to the school entrance 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 (late fees will apply).
- 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.
- Please refer to **Guidance for Parents** within this policy for the procedure beyond this point.



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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. School will continue to try and contact the parent/carer and the emergency contact/s.
6. 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).
7. 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.



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This policy will be available on the school website.

Parents will be informed of the policy by letter.

Monitored by: FGB

Date adopted: January 2022

Next review: January 2025

Date of next review: 3 yearly



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Permission to walk home from school alone

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.

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: