



Collecting children from school Policy

Policy Date: July 2023

Agreed by Chair of Governors: July 2023

To be reviewed: July 2024

Cambrai Primary School Policy for collecting children from school

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 3.15pm.
- All children are let out of class at 3.15pm and handed over to their parent/carer. Parents/carers are expected to collect their child from the playground, after the gates are opened.
- Children may walk home on their own in Year Five and Six as long as the class teacher has been made aware and written consent given, this can be done via the school comms app.
- If the person expected to collect the child is not there, the child will remain with the class teacher. Any child not collected within 10 minutes will be taken to the school office and should be collected from there.
- Please refer to Guidance for Parents within this policy for the procedure beyond this point.

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 at least two 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: 01748 503130). If this is a regular occurrence then please make alternative arrangements as office staff cannot be expected to regularly supervise children at the end of the day.

- If you arrange for another adult to collect your child, you must let the school know the details of that person if they are not already on the child's contact list
- **No child is allowed to leave unless it is with a responsible adult. School defines a responsible adult as being a person over the age of 16. If parents/carers have no other option than for a teenage child to collect their younger sibling then parents/carers must write a disclaimer to the school.**
- Once the child has been taken to the school office the secretaries will contact people on the child's contact form in the school contacts section in the priority order you have given.
- In extreme circumstances an insured member of staff may transport the child home.
- If you or an identified adult have/ has not arrived by 3.45pm and we have failed to make alternative arrangements through the additional contacts for your child to be collected, the school will contact the duty social care team.
- This also applies to after school clubs, if you or an identified adult has not arrived 20 minutes after the club has ended, the school will contact the identified adults if there is no response school will contact the duty social care team. Any staffing costs incurred will be billed to the parent.

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:

- The teacher will bring the child/children inside and ensure they are supervised.
- A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
- If no contact has been made by the parent/carer, the office staff will attempt to contact the parent/carer and the emergency contact by telephone.
- 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.
- Where appropriate, a member of staff will ask the child if they have any additional contact information.
- School will continue to try and contact the parent/carer and the emergency contact/s.
- If contact cannot be made with the parent/carer or the emergency contact/s by 20 minutes after the end of the school day or after school club, school will contact the duty social care team.
- In this instance the child will be put into the school after school care facility whilst a plan is made, this will be chargeable to the parent
- 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.

We will not allow your child to be taken home by any person that is not deemed to be a responsible adult.