



St John with St Augustine Primary School

SAFE COLLECTION OF CHILDREN POLICY 2022

Mission Statement

'Together, with God's help, we aspire, achieve and believe.'

Statement of Intent

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. In the event that a child is not collected by an authorised person at the end of the school day the school puts into practice agreed procedures.

Aim

The end of the school day is a busy time and our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely. The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children leaving the school premises. In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

The Authorised Adult

Children must be collected by a responsible person aged **16 years or over**. The person may be a;

- Parent/Carer
- Family member
- Child minder
- Neighbour
- Someone over the age of 16, who has the parent/carers' written permission to collect the child from school.

Verbal consent can be accepted in **emergency situations**.

KS1 children may **NOT** be collected by other brothers or sisters in school. They should be collected by an authorised adult (see above).

Methods

Parents/carers of children in our school are asked to provide specific information at the beginning of each academic year which is kept in our data file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- **Emergency contact details of at least 2 contacts.**
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. child-minder, relative
- Information about any person who has been denied legal access to the child

Information about who has primary responsibility for the child

If there are any changes to any of the above we ask that the school office is notified immediately. When there is a change to the end of the day arrangements we ask that parents inform either the school office or the class teacher as soon as possible.

Safe Collection

School finishes at **3.30pm.**

All children wait inside the playground and are handed over individually to their authorised adult.

If, as a parent or carer of a child you make arrangements for your child to be collected by another adult, it is important you ring school and inform the staff of these arrangements.

Any unknown person collecting children will be challenged by staff and permissions checked with parents/carers. We will also check that children are happy to be handed over to these individuals and that they are known to them.

Parents of children in Reception will be provided with a password for collection.

If we do not receive a message directly from you or this person does not know the correct password (if in Reception), we will not hand over your child. Children are taken to their exit doors to the playground. When parents, adults are identified by the teacher/TA in charge of the classroom, they will be handed over to their authorised adults.

Once a child has been handed over to a responsible adult, they are no longer the responsibility of the school.

We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely. In preparation for High School, Year 6 pupils will be given permission to walk home unaccompanied if parents confirm this in writing. If it is not deemed appropriate, staff will request that an authorised adult collects their child from school.

Other safety issues

Parents are responsible for ensuring that their children do not access or use any areas of the school site that are prohibited. This includes playing on any outdoor playground gym equipment. This equipment is only permitted to be used by pupils of the correct age during the school day and under appropriate supervision. For all pupils safety, no football should be played on the playgrounds before or after school and no pupils should use bikes, skates or scooters etc. on the school site.

Extra-Curricular Clubs Arrangements

Please note that **ALL pupils will need to be collected** if they are staying late at school for any reason. E.g. If your child takes part in a club, they will need to be collected at the end of the session.

Communication

As always, good communication between home and school is vital so please let us know as soon as possible if there are any changes to your normal drop off and collection routines. Particularly if you will be late to collect your child at the end of the school day and please remember that it is a parent's responsibility to ensure children travel to and from school safely.

Please talk to your children about staying safe. We will speak to the children about this in school, but reinforcement from home would be very helpful.

When children are not collected

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon as possible to notify us that you may be late.

If we receive no such message, the following procedure would be followed;

1. The child will remain with their class teacher/TA until their adult arrives.
2. If their adult is very late (after 3.40pm), they will return into the building with their teacher and be placed into the after school club. Parents will be charged for this provision. (see the daily after school prices)
3. We inform parents that if children are not collected at the end of the day we follow the following procedures:
 - Messages are checked to see if there are any changes to the end of day arrangements
 - Parents/carers are contacted at home or work
 - If this is unsuccessful other authorised adults are contacted
 - In the meantime the child will be in the after school club with adult supervision.

Where no authorised adult can be contacted.

The **Safeguarding Team** will aim to locate the parent/carer or relative.

If they are unable to do so the child may be placed into the care of the Local Authority.

The school will deliver a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child.

A full report of the incident will be written and placed in the child's school file.

Following a Late Collection

All late collected children will be recorded in the school registers and this information will be passed on to the school's Safeguarding Officer/Attendance Officer for further investigation if needed.

- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents.
- Where there is no improvement in late collection a second letter will be sent and a referral made to the Pupil Access Team.

Taxi Collection

Children will not be placed in Taxi's at the end of the school day without the authorised adult being present.

Supervision at the main gate

In the mornings there will be a member of staff supervising the school gate, from **8:40 to 9am when the school opens**. This is to ensure the safety of pupils once they have been handed over to the care of the school.