



## **Sutton on the Forest 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 3.30pm for all children.
- The school gates open at 1515 and children are released at 1530.. Parents are reminded to wait in the playground for the children.
- **Class 1** is let out of the main entrance to school.
- **Class 2** is let out from the front pupil door.
- **Class 3** walk around the side of the school to the playground.
- **Class 4** are let out of their classroom at the front of school.
- Older children may walk home on their own as long as the class teacher has been made aware by the parent/carer. .
- If the person expected to collect the child is not there, the child will remain with the class teacher. Any child not collected 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**

Under Section 175 of the Education Act 2002, Local Authorities and Schools have a duty to safeguard and promote the welfare of children. This duty should include making arrangements for dealing with children not collected at the end of a school day, or at the end of a school activity which is authorised by the school.

On admission of their child to the school, parents should supply:

- Names and full addresses of parents/carers (and confirmation of parental responsibility)
- Home/Mobile and work telephone numbers
- At least one emergency contact who may be called in the event of the parents/carers being unattainable or in the case of an emergency.

This information should be updated annually or whenever circumstances change. It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately it becomes apparent that the person collecting the child may be late.

Sutton-on-the-Forest CE School agrees to care for a pupil who has not been collected from school, until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made.

The Designated Safeguarding Lead will keep a record of incidents where parents/carers do not collect a child from school or are late with no explanation or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the Child Protection Policy and Procedures.

### **Our procedures:**

All children will be accompanied onto the playground and will only leave the school once a parent/carer has been identified. If a child is not collected by a parent/carer after the school day or approved activity, the Headteacher/DSL/DDSL will be notified. Every effort will then be made to contact the parent/carer, or failing that, the emergency contact. During this time, the child will remain in the vicinity of the school office with either the Headteacher or DDSL. If a child is due to be picked up by another parent/alternative adult, parent/carers need to notify the school of this (prior to the end of the school day/activity).

**As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day.**



**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, the office staff will attempt to contact the parent/carer and the emergency contact by telephone.
4. 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.
5. Where appropriate, a member of staff will ask the child if they have any additional contact information.
6. School will continue to try and contact the parent/carer and the emergency contact/s.
7. Children who have not been collected by 1545 will be placed into Treetops ASC so they are with their peers playing. This will lessen anxiety. Parents will be charged for the session in Treetops.
8. If contact cannot be made with the parent/carer or the emergency contact/s by 1630, school will contact Children's Social Care.
9. In an emergency, the 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 the school newsletter.