



THE WHITE ROSE FEDERATION

POLICY FOR COLLECTING CHILDREN FROM CHAPEL HADDLESEY SCHOOL
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Document Status			
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Responsible officer			
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Signed:			
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Links to Other Policies	
Start and End of Day Risk Assessment	
Child Protection Policy	

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 for all classes.
- Parents are reminded to keep the area around the classroom doors clear to enable children to make a safe exit.
- Children in 2 and 3 are let out of class at 3.15pm and handed over to their parent/carer at the front gate. Class 1 parents collect from the classroom door within the EYFS play area.
- Years 5 and 6 children may walk/cycle home on their own, on condition that the school office has been informed beforehand and that the permission form has been completed (see attached to this policy).
- If the person expected to collect the child is not there, the teacher will return to the main school building with the child. Any child not collected by 3.25pm will be transferred to Out of School Club, where the childcare charge will be applied. If the child is not expected in Out of School Club, the Class teacher will contact a parent to arrange collection. If the Class Teacher is not present, the next Senior Teacher will take responsibility and contact the parent.
- If a child has been admitted to Out of School Club, the parent/carer will sign the child out of the building using the 'Signing out' form which the OOSC Leader will provide.
- 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 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 on: 01757 270282.
- If you arrange for another adult to collect your child, you must let the school know the details of that person. A password will have been supplied to the school office for persons not usually known to the school, this should be relayed to the person collecting your child as an additional security measure.
- If you are unable to arrange for another adult to collect your child then the school will look after your child until 5.30pm after which the school will contact the Customer Service Centre (Children's Social Care) on 01609 780780 unless a phone call is received giving details of who will collect the child.
- If you or an identified adult have/has still not arrived by 6.00pm to collect your child, the school will contact the Customer Service Centre (Children's Social Care) on 01609 780780 unless a phone call is received stating that someone is on their way.

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 in the classroom until 3.25pm. At this point, they will be transferred to Out of School Club and childcare charges will start to apply.
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 Class Teacher 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. 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 5.30pm, school will contact the Customer Service Centre (Children's Social Care) on 01609 780780.
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.