



## Collecting Children Policy 2020- 2021 St. Michael in the Hamlet Primary School

### Intent

Our school has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they depart at the end of the school day.

To ensure that children are given safely into the care of the person designated by their parent or carer at the end of the school day.

To give clear guidance to school staff and the children's parents/carers as to the procedures to follow. To provide a system that allows staff to identify easily the person who is responsible for collecting each child.

### Staff Guidance

Foundation Key Stage and Key Stage 1

UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED OFF THE PREMISES WITH ANYONE OTHER THAN AUTHORISED COLLECTORS i.e. THOSE SPECIFIED BY PARENTS/CARERS OR LEGAL GUARDIANS.

Parents must name the authorised collectors of their child before the child starts school by completing the 'End of Day arrangements form'. If there are any changes to these arrangements parents need to inform the school immediately either by contacting the school office, or the class teacher. In cases where the new "collector" is unknown to the school, the school will ask for an introduction to the new "collector" to ensure they know by sight who is collecting their child.

**It is the parents/carers/legal guardians responsibility to ensure the school knows who will be picking up their child.**

If anyone other than authorised collector is collecting permission must be given by the methods stated above. This includes children being taken to parties by other children's parents etc...

If there is request for a specific person not to be allowed to collect a child (e.g. in child protection or custody cases) written instructions must be provided to the school by the parents/carers or legal guardians so the school is fully informed. The school will request details to help identify this person.

If in an emergency parents are requested to let the school know of who will be collecting the child. The parent and school will agree a method to help identify the unauthorised collector.

It is the parents/carers/legal guardian's responsibility to ensure the safe collection of their

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children (at 3.15/20pm the end of the school day) by facilitating the school with correct and up to date information.

If there is any doubt about the collection of a child at the end of the school day in Foundation Key Stage or Key Stage 1, the class teacher or member of staff in charge of the children is to investigate immediately including telephoning all emergency contacts.

If no-one arrives to collect a child and the parent cannot be contacted within half an hour of the end of the school day, the school will contact Social Services to inform them we have an uncollected child on the premises. If your child is absent from school parents/carers/legal guardians are required to inform the school as soon as possible on the first day of absence so that the school is fully informed as to why your child is not present at school.

By the time the children move to Year 5 the school encourages the children to be independent in terms of arrival and collection from school. This arrangement is also in place to support our working parents/carers/legal guardians and those who wish their children to walk home unaccompanied.

In Years 3 and 4 the children are seen off the premises at the end of the school day by their class teachers or member of staff responsible for them. If there is no adult waiting to collect them they must stay with their class teacher and will then be taken to the member of staff on duty at the end of the day. At this point the school will make every attempt to contact the legal guardian/s of the children in order to facilitate safe collection for example telephoning emergency contacts. During that time the children will be under the supervision of school staff and therefore safe. If we are unable to make contact with the authorised "collector"/ legal guardians after half an hour we will contact Social Services to inform them we have an uncollected child on the premises.

If in an emergency, a parent telephones and asks for an unauthorised collector to collect their child that day, in the case where the "collector" is unknown to the school and child the school will ask that the child is picked up from the school office and an appropriate security question will be asked.

If there is a request for a specific person not to be allowed to collect a child (e.g. in child protection or custody cases) written instructions must be provided to the school by the parents/carers or legal guardians so the school is fully informed. It is the responsibility of the parents to inform school of any changes to the arrangements for collecting their child. To assist in this school will ask parents to complete the 'End of Day arrangements form' at least once a year. Periodically the school will request updates from parents regarding all issues of safety, be they contact details, collection details or medical information. These requests appear in school newsletters or separate information letters to parents. At all times the responsibility remains with the parents/carers/legal guardians to keep the school informed of any changes to arrival, collection or other procedures.

### Other Information

There is a system for alerting the police and other schools when suspicious characters are seen around the school premises. This system operates from the main office and involves e-mailing neighbouring schools. If we are reporting the occurrence ourselves, we

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telephone the police on 999, giving a description of the person, and then we start to e-mail neighbouring schools and the Local Authority. If a parent or carer arrives to collect a child during the school day, without prior notice, for any reason, they should be referred to the Head teacher or senior teacher in her absence, so that the child's removal from the premises can be authorised. On rare occasions, a parent or carer may appear to be unfit to look after their child when they come to collect him/her. In such circumstances, Child Protection procedures should be applied. Staff should note, however, that we do not have the right to refuse permission for a child's legal parent or guardian to take their child home. However in such instances we will advise parents that we will telephone the Safeguarding Team at the Local Authority and the Police Child Protection team in accordance with the school's Child Protection procedures. For some children, where special circumstances or difficulties exist regarding their custody, staff will be informed in confidence so that they may be extra vigilant.

### Intruders

All visitors to the School during the school day are required to go to the main entrance (school front door) where they will be signed in and given a visitor's badge. 4 Any visitor during the school day not wearing an identification badge or acting suspiciously should be challenged by a member of staff and escorted to the school office. Large scale events with many parents attending (eg Parents' Evenings, Sports Days etc.) will have staffing in place specifically to monitor those adults in attendance. If the visitor's story cannot be verified s/he will be encouraged to leave the premises and to make an appointment. If necessary the police will be called. If a child is addressed by an unknown adult a member of staff should make them self known to that adult and if necessary interrupt the conversation making their presence and connection to the child known.

### Confidentiality

Circumstances under which collection arrangements for a child are changed can often involve sensitive information. Staff must take great care, therefore to observe the rules of confidentiality.

### Related Documents

This policy should be read in conjunction with policies for:  
Child Protection  
Health and Safety

### Monitoring and Review

The Headteacher is responsible for ensuring that this policy is followed. Changes to procedures will be made as and when the need arises. This may be due to changes in circumstances for individual families or because of changes in the law.

Policy reviewed: October 2020

Next review date: Autumn 2021

