

## Burton Leonard Church of England (VC) Primary School



### Collecting children from school policy and procedures 2019-22

#### **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
- The school gates are opened just before 3.30 p.m. Parents are reminded to keep the area around the classroom doors clear to enable children to make a safe exit.
- Children in Class 1 and Class 2 are let out of class at 3.30pm and handed over to their parent/carer. Parents/carers are expected to wait in the playground so the teacher can see who is collecting and handover the child safely.
- Children in Class 3 are let out of class at 3.30pm. Parents/carers are expected to wait for their child in the playground.
- Children may walk home on their own as long as the class teacher has been made aware and the permission letter has been signed by a parent/guardian.
- If the person expected to collect the child is not there, the child will return to the classroom and inform the class teacher. Any child not collected within 10 minutes will be taken to After School Club and should be collected from there. A charge may be made for After school Club provision.

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 01765 677412.
- If you arrange for another adult to collect your child, you must let the school know the details of that person.
- If you are unable to arrange for another adult to collect your child then the school will look after your child in After School Club until 5.30pm
- If you or an identified adult have/ has not arrived by 5.30pm the school will contact the Customer Service Centre (Children's Social Care).

**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. Children who have not been collected by 3.40p.m. will be supervised in After School Club.
3. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
4. If no contact has been made by the parent/carer, the office staff will attempt to contact the parent/carer and the emergency contacts by telephone.
5. 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.
6. Where appropriate, a member of staff will ask the child if they have any additional contact information.

7. School will continue to try and contact the parent/carer and the emergency contact/s.
8. If contact cannot be made with the parent/carer or the emergency contact/s by 4 p.m., school will contact the Customer Service Centre (Children's Social Care).
9. 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.**

**Adopted Summer 2019**

**To be reviewed Summer 2022**

*Amanda Tounson*

A handwritten signature in black ink, appearing to be a stylized name with a long horizontal stroke extending to the right.