

Pott Shrigley and Bollington St John's
Church of England Primary Schools



Sharing our Gifts and Growing our Talents Together

COLLECTION OF CHILDREN POLICY

Rationale

If an authorised* person does not collect a child, our aim is to resolve the situation causing as little distress as possible to the child.

Procedures

We keep all the names and telephone numbers of adults who are authorised by the parents/carers to collect their child from school on file. We also hold information about any person who has been denied legal access to the child. If there are any changes to this information we ask that the school office be notified immediately. When there is a change to the end of the day arrangements we ask that parents inform the school office and the class teacher will be informed.

It is crucial that any changes to parents/carers telephone numbers (home, work and mobile) are updated straight away via the school office.

The procedures at the end of the day are as follows:-

EYFS – From September 2015, children are handed with face to face contact at the door. All parents will have a password so if someone alternative is collecting, a phone call needs to be made to school.

Y1/Y2 – A teacher supervises the exit of the children to the appropriate adult. A visual identification is made.

For KS2 – Children are supervised carefully to ensure an adult receives them.

Children are told to return to staff/school if they are not collected.

The children will then be taken to the school office.

Parents/carers are contacted at home or work using all the numbers available.

If this is unsuccessful other adults authorised by the parents/carers will be contacted. In the meantime the child will wait near the office under adult supervision.

All late collections are recorded in the 'Late Book', which is monitored by the Education Welfare Officer.

A pattern of lateness will prompt action by the EWO in the form of a letter and, if the pattern continues, an interview will be requested.

What will happen if the school is unable to find someone to collect the child?

If this procedure fails to locate an authorised adult to collect the child and they have not been collected by 5.00pm, the school will contact Social Care. Social Care will aim to find the parent/carer or relative and if unable to do so the child will be placed into the care of the Local Authority. **Under no circumstances will the staff go looking for the parent or take the child home with them.** A full report of the incident will be written and placed in the child's safeguarding file.

What will happen if I arrive late to collect my child after an after school club?

Late collection (i.e more than 15 minutes late) from a school-run activity club e.g football club on two occasions may mean the child will lose their place at the club. Regular attendance is required. Parents must let the member of staff know if they are not attending.

Note

Please note that we cannot allow a parent to take other people's children home, without prior permission, if they are not collected. School has the duty of care and will contact their parents direct to find a solution.

*An authorised adult is a person over 16 who has been nominated by the parent/carer.

Date: January 2016