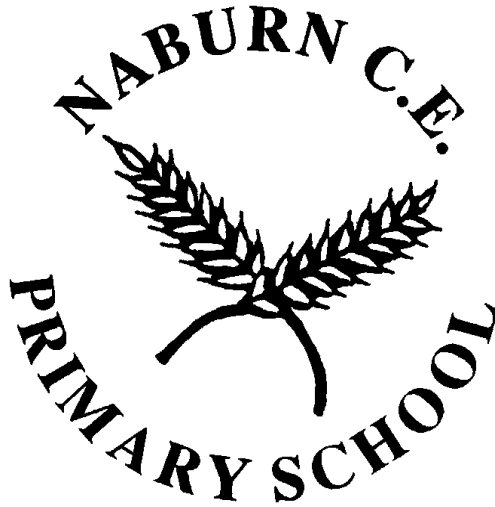


# Naburn CE Primary School



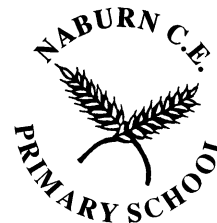
## Collection of Children Policy

Date of Last Review: March 2018

Date of Next Review: March 2019

Date of TLC Meeting: 6<sup>th</sup> November 2018

Date of FGB Meeting: 28<sup>th</sup> November 2018



### **Statement of intent**

Naburn CE Primary School works hard to create an 'arena' of safety for all the pupils who attend school and recognises its duty in this regard. This policy is written in the light of our core Christian values, which are a thread through all we do. In the event that a child is not collected by an authorised adult at the end of the school day, Naburn CE Primary School immediately commences the agreed procedures.

### **Aim**

To ensure that:

- in the event that a child is not collected by an authorised adult, the child receives a high standard of care in order to cause as little distress as possible.
- parents and carers are informed of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### **Procedures**

Naburn CE Primary School provides 'gate' supervision with Key Stage 1 staff who operate a 'stop and question' approach to visitors we do not recognise. In such cases, where an individual cannot provide suitable identification they will be asked to leave school premises and senior members of staff will be sent for.

Within Key Stage 2 children may walk home alone from school. Written permission from their parents must be given to the class/Head teacher. If at any time there are concerns that parents may not be 'safe' to collect their children (under the influence, etc) the member of staff at the gate will contact a senior member of staff and the pupil will be kept in school until another contact for collection can be organised. If the parent remains on the school premises they will be kept away from the child and the safeguarding board and police contacted if they become violent.

A member of staff supervises the children onto the school bus.

1. At the point of admission, parents are asked to provide specific information which is recorded on our centrally held Registration Form, including:

- home address and telephone number - if the parents/carers do not have a telephone, an alternative number and named individual must be given;
- work telephone number (if applicable);
- mobile telephone number (if applicable);
- names and telephone numbers of adults who are authorised by the parents/carers to collect their child from school, for example a childminder or grandparent;
- information about any person who does not have legal access to the child.

N.B For child protection and safeguarding reasons you must ADVISE THE SCHOOL OF ANY CHANGE OF INFORMATION IMMEDIATELY

Compassion

Trust

Perseverance

Reviewed March 2017

2. On occasions when parents/carers are aware that they will not be at home or in their usual place of work, they should inform us how they can be contacted.

3. We provide parents/carers with our contact telephone number for the occasions when parents/carers or the persons normally authorised to collect the child are not able to collect at the end of the day. They should inform the school of the name and telephone number of the person who will be collecting their child. The parents/carers should inform the person collecting the child of school procedures.

4. We also inform parents that in the event that their child/ren is/are not collected from school by an authorised adult the child will be supervised until collection can be made.

5. Times of all late collections will be noted in the signing out register.

6. If a child is not collected at the end of the session, we use the following procedures:

- The school diary and Integris are checked for any information about changes to the normal collection routines, after school club etc.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school and whose telephone numbers are recorded on the Information Form are contacted.
- The child stays at school in the care of fully-vetted school members of staff until the child is safely collected. At no time will a member of staff take a child home (unless with parental permission) or leave a child alone in the building.
- In the unlikely event that no one can be contacted to collect the child and the premises are closing or staff are no longer available to care for the child, we contact our local authority Safeguarding Children's Board and Police.
- A full written report of the incident is recorded.

#### Children collected at other points during the school day:

There may be occasions when children need to be unavoidably collected during the middle of the day either to attend medical appointments or due to additional family circumstances. At these times, prior communication will be required from the parent/carer detailing the time collection is to take place and a copy of the appointment letter is requested by staff. The office staff will collect the child from their classroom and children will need to be signed out.

#### Children collected from school due to sickness:

If a child needs to be collected from school due to ill health the school will contact the named adult directly. The child will remain under office staff supervision until the parent/carer or named individual collects the child from the front desk. On no account are children allowed to leave the building with

another sibling (under the age of 18) or with an unauthorised adult. All children must be signed out.

Children leaving school site during lunch breaks:

Children are allowed to go for 'home dinner' and in some rare circumstances this does occur. On these occasions the following procedures are in place:

- Child leaves and returns to school through the main entrance
- Child signs out and in upon leaving and returning to school premises.
- Children are collected at 12:15pm by a named adult (recognised on the child's information – held centrally).
- Children are not allowed to walk home independently unless specific written permission has been given by the parent/carer. If lunch arrangements change it is the responsibility of the parent to inform school of such changes so that alternative lunch time arrangements can be made.

Children collected after school clubs organised by members of School Staff:

Where children are to be collected after the usual close of the school day due to their attendance at an after school club, it is the responsibility of the member of staff to ensure they are collected by an appropriate adult. This is done in the following ways:

- The letter sent out to parents prior to the start of the club requires the parent to indicate that they have satisfactory arrangements in place to ensure safe collection of children from school.
- All children are handed over to parents or the named adult.
- Timings for clubs are accurately kept to alleviate any collection issues associated by over running or shortening the sessions.
- Parents are always notified of alterations to club timings by letter.
- Emergency contact information for the children attending the club is centrally stored for quick reference should this be needed.

In Key Stage 2 children may walk home independently if we have received written confirmation to this effect.

Children collected after school clubs organised by outside contractors:

It is the responsibility of the contractor to ensure children are collected safely. The expectation is that timings will be adhered to and where necessary written confirmation will be sought should a child's parents wish for them to walk home independently.

These procedures are reviewed annually.

The school's Finance and Resources Committee will be responsible for the monitoring of the policy's implementation.