

Naburn CE Primary School



Collection of Children Policy

Date of Last Review: March 2018

Date of Next Review: March 2022

Date of FGB Meeting: 2nd March 2020

COVID-19 Addendum added 1st June 2020

Compassion
Addendum added April 2021

Trust

Perseverance



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.

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

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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. 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

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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 (12.20pm for KS2) 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 biannually.

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

Addendum to this policy in response to COVID-19 April 12th 2021

- Children should be brought to school by one parent from their household. Children and their accompanying adult should wait at the gate, observing social distancing measures, until a member of staff lets them in. Parents are not permitted to enter the school grounds. There will be 2m markers on the school railings to help.
- If your child becomes unwell with coronavirus symptoms in school, we will contact you and you must arrange for your child to be collected immediately. Only one person will be allowed on site to collect your child. You will then need to follow the up to date isolation guidance from Public Health England.
- Where any child who is persistently ignoring the social distancing/safety measures we have in place or displaying behaviour that puts others at risk, parents will be contacted to collect their child immediately. Isolation from the child's 'bubble' or a reduced timetable may be implemented following this.
- To maintain the health and safety of all, parents will not be permitted on the school site unless it is an emergency. All contact should be made via telephone, email or at the school gate.
- Children MUST be collected by one parent, at their allocated pick up time, from the school gate. Social distancing measures should be followed whilst waiting and you must not gather outside the gates after pick up. The class teacher will look for the next parent in the queue and let that child out of the gate, one at a time. This will take longer than usual, so please bear with us.
- Social distancing must be adhered to whilst your child is not in school if we are to prevent/minimise the spread of infection.
- Please ensure school has up to date contact details. If there are any changes to your child's medical requirements, or your contact details have changed you must inform
- Children will not be permitted to have lunch off site, to minimise the spread of the virus.
- At the end of the day, parents will queue up 2m apart on the pavement outside, where there are signs to guide them. A member of staff will the open the gate at 3.05pm for Rowan, 3.10pm for Willow and 3.15pm for Oak. The children will line up 2m apart on the playground and will be sent out of the gate to the first parent in the 'queue'. Where a family has more than one child, all children in that

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family will leave with the oldest sibling, to minimise any need for parents to wait at the gate.

- This addendum was added 1st June 2020 and amended on 29th June, 8th September, 5th January and 8th March to reflect changes in pick up times.