



## Rainford Brook Lodge Primary School

### Safe Collection of Pupils Policy

#### Responsible Committee

#### Site

Last review date		Spring	2023
Next review date		Autumn	2026
Signed		Name	
Position		Date	
Governor ratification			
Signed		Name	
Position		Date	

## **SAFE COLLECTION OF CHILDREN POLICY**

### **Statement of Intent**

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. In the event of a child not being collected by an authorised person at the end of the school day, the school puts into practice agreed procedures.

### **Aim**

The end of the school day is a busy time, and our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely.

The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children leaving the school premises. In the event of a child not being collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

### **The Authorised Adult**

The Authorised Adult must be a responsible person aged **16 years or over**. The person may be:

- Parent/Carer
- Family member
- Child minder
- Neighbour
- Someone over the age of 16 who has the parent/carer's written permission to collect the child from school. Verbal consent can be accepted in emergency situations.

Infant children (those in Tadpoles, Reception, Y1 and Y2) and Year 3 and 4 may **NOT** be collected by other brothers or sisters in school. They should be collected by an authorised adult. Teachers have been instructed **NOT** to release infant children to siblings from the Juniors but to ask the school office to contact parents/carers to ensure they are collected by an authorised adult.

### **Methods**

Parents/carers of children in our school are asked to provide specific information at the beginning of each academic year which is kept in our data file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Emergency contact details
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. child-minder, relative
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above we ask that the school office is notified immediately. When there is a change to the end of the day arrangements we ask that parents inform either the school office or the class teacher as soon as possible.

### **Safe Collection**

School finishes at **3.30pm** (times may vary for Tadpoles). All children in Early Years, Year 1, Year 2 and Year 3 wait inside the building and are handed over individually to their authorised adult.

If, as a parent or carer of a child in Tadpoles, Reception, Y1, Y2 or Y3, you make arrangements for your child to be collected by another adult, it is important you ring school and inform the staff of these arrangements. Any unknown person collecting children will be challenged by staff and permissions checked with parents/carers. We will also check that children are happy to be handed over to these individuals and that they are known to them. If we do not receive a message directly from you we will not hand over your child.

Children in Upper School (Years 4, 5 & 6) exit at the designated door to the KS2 playground to meet their authorised adults.

Parents must ensure that they have completed the consent slip if they wish for Year 5 and 6 pupils to walk home unaccompanied. These names are recorded and the class teachers will only allow these pupils to leave the site without an adult. Other pupils will remain on the school site until a suitable adult arrives. Staff will stay on the playground until all relevant children have been collected. Government guidelines advise that children below Year 5 (10 Years of age) should not be allowed to walk home unaccompanied. This is at the parents' discretion but this option only exists at Brook Lodge for pupils in Year 5 and 6.

Even if parents meet their children a short walk away from the school, or anywhere else off the site, they will need to consent to them leaving alone to leave the site.

Once a child has been handed over to a responsible adult, they are no longer the responsibility of the school. We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

Children in Year 4, 5 and 6 are encouraged to be independent and make it known to staff if they have not been collected. However, it is ultimately the responsibility of the school to ensure children are picked up safely.

In exceptional circumstances, there may be occasions when these procedures do not apply in the best interests of the child/parent. Anyone wishing to discuss these is welcome to make an appointment and we will treat these cases individually on a case by case basis. However, the safety and well-being of the child will be our overriding concern in any such discussions.

### **Other safety issues**

Parents are responsible for ensuring that their children do not access or use any areas of the school site that are prohibited. This includes playing on any outdoor playground equipment such as climbing frames, tyres or climbing walls. This equipment is only permitted to be used by pupils of the correct age during the school day and under appropriate supervision.

For all pupils' safety, no pupils should ride bikes, skates or scooters etc. on the school site.

### **Extra-Curricular Clubs Arrangements**

Unless clearly stated by letter from the school or via the company providing the club, **ALL** pupils will need to be collected if they are staying late at school for any reason.

### **After School Club**

A register of regular bookings will be available in all classrooms so all staff know who is due to be in After School Club. A member of After School Club will remind children, and staff at the end of the day, about any changes to this list, this will begin at Y6 down so to avoid older children going home.

Pupils should be collected promptly by 5.55pm by an authorised adult. Staff will deal with the safe collection and drop-off of pupils in their care. Pupils will not be allowed to leave with any siblings under the age of 16. Parents collecting pupils excessively late will be charged **by the school** for placing them in After School Club.

## **Communication**

As always, good communication between home and school is vital so please let us know ASAP if there are any changes to your normal drop off and collection routines. Particularly if you will be late to collect your child at the end of the school day and please remember that it is a parent's responsibility to ensure children travel to and from school safely. Please talk to your children about staying safe.

## **When children are not collected**

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon as possible to notify us that you may be late. If we receive no such message, the following procedure would be followed;

1. The child will remain with their class teacher/TA until their adult arrives
2. If their adult is late (after 3.30pm), they will return into the building with their teacher and wait near the main office
3. Messages are checked to see if there are any changes to the end of day arrangements
4. Parents/carers are contacted at home or work
5. If this is unsuccessful, other authorised adults are contacted
6. In the meantime, the child will wait at the main office entrance under adult supervision
7. If no adult arrives to collect the children by 3.45pm but contact has been made, the school reserves the right to place the child(ren) in our After-School Club (places allowing) and charge parents/carers the full sessional costs.

## **Where NO authorised adult can be contacted.**

4. After 15 minutes the child(ren) will be placed in the After-School Club (places allowing) and parents will be charged the full sessional costs. If the child(ren) has not been collected by 4.45pm, and no contact has been made or arrangements agreed, we will follow our Child Protection Procedures and contact the Local Safeguarding Team.
5. The Safeguarding Team will aim to locate the parent/carer or relative. If they are unable to do so the child may be placed into the care of the Local Authority.
6. A full report of the incident will be written and placed in the child's school file.

## **Following a Late Collection**

- All late collected children will be recorded.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents.
- Where there is no improvement in late collection a meeting will be convened.
- Where children are collected more than 15 minutes late from an extra-curricular club (e.g. football, choir etc) on two occasions within the allocated sessions for that particular club, we reserve the right to remove their place at that club.
- If this is repeated for other clubs attended by the child, we reserve the right to stop any further club attendance until assurances can be agreed that the child will be picked up at the right time.

**This policy will apply to all children within our school.**