



North

Yorkshire County Council

Children and Young People's Service

The Federation of Middleham VA and Spennithorne VC CE Primary Schools

Collecting children from school policy

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 3.15p.m. for both Key Stage One and Two (if they are not attending an after school activity or after school care)
- Children in FS/Key Stage One are prepared to leave their classroom and let out of school at 3.15pm where they are handed over to their parent/carer. Parents/carers are expected to wait inside the school playground to collect their child.
- Children in Key Stage Two are walked from the classroom into the playground by the teacher at 3.15p.m. Parents/carers are expected to wait for their child inside the school playground.
- Children may walk home on their own as long as the class teacher has been made aware and a written note from the parent received. This covers children only from Year 4 upwards.
- If the person expected to collect the child is not there, the child will be brought into school and wait with a member of staff.
- 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.



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- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately.
- 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 ensure your child is kept safe whilst we try to contact yourselves.
- If you or an identified adult has not arrived with a reasonable timeframe, the school may feel it appropriate to seek advice and 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 or send them to our after school provision; Kidzday Nursery. Parents will be charged for this. This includes transport costs for children at Spennithorne
2. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
3. Children attending clubs run by out of school providers are the responsibility of the club leaders and hold contact details of each child. However, if parents are uncontactable after a significant period, they are required to follow this procedure (including points 8,9 and 10)
4. If no contact has been made by the parent/carer and school are unable to get hold of them, the office staff will attempt to contact the child's listed emergency contact.
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, the Head Teacher will be informed and will attend the situation.
9. If contact cannot be made with the parent/carer or the emergency contact/s by 6.30p.m, an hour after after-school provision finishes, school may contact the Customer Service centre (Children's Social Care) and if not on site,
10. In an emergency, school may contact the police.

We will not allow your child to be taken home by another adult unless this has been informed by the parent/carer.

This policy will be kept and updated in line with the policy review schedule. Parents will be informed of the policy via the newsletter and the website

Signed Chair of Governors

Signed Head teacher

Date adopted by Governing Body Summer 19