Gather, Grow, Go

The Parable of the Mustard Seed Matthew 13: 31-32

Collecting Children from School Policy

Statement of intent

St John's Church of England Primary School is committed to ensuring the safety of all pupils when they leave school at the end of the day. We appreciate that, for many families, arrangements need to be flexible and it may be that several people care for the child after school. For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils. The aim of this policy is to:

- Keep pupils safe.
- Ensure all staff members are aware of the correct procedures for the end of the school day.
- Make parents aware of the expectations regarding collecting children.
- Highlight the importance of parent-school communication.

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Education Act 2002
- DfE 'Keeping children safe in education'
- DfE 'Understanding and dealing with issues relating to parental responsibility'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Child Protection Policy

Roles and responsibilities

The headteacher will be responsible for:

- The overall implementation of this policy.
- Communicating this policy to all members of staff and parents.
- Ensuring effective procedures are in place for pupils travelling to and from school.
- Liaising with parents to establish whether individual pupils need extra assistance.

Staff will be responsible for:

- Ensuring all pupils are collected safely at the end of the school day.
- Being wary of suspicious behaviour at the school gates.
- Monitoring the behaviour of pupils as they leave the school.
- Reporting any safeguarding concerns identified during the end of the school day to the DSL via CPOMS.

Parents will be responsible for:

- Adhering to the principles outlined in this policy.
- Ensuring their child is aware of, and adheres to, the established route for travelling to and from school.
- Informing the headteacher when their child has not returned home from school.
- Communicating to the school if they are going to be late to collect their child.

Pupils will be responsible for:

- Behaving appropriately when travelling to and from school.

General collection procedure

Parents will promptly collect pupils at the end of the school day, which is 3.15pm, from the appropriate collection point. Parents will be made aware of what is expected of their behaviour when they are collecting pupils, e.g. that the school is a smoke-free zone.

Staff members will supervise the handover areas until all pupils have been collected. Sufficient staff to pupil ratios will be met at all times during the collection process.

Parents will be advised to be mindful of where they are parking when collecting their children so as not to disrupt traffic or block access. Additionally, parents will not leave their vehicles idling whilst waiting to collect their children.

Pupils will be allowed to travel home on their own as long as this arrangement is appropriate for their age and their parents have notified school of their consent to this.

Staff members will not release a pupil if it is felt that the parents are not in a fit state to ensure the pupil's safety or if the pupil shows signs of distress or anxiety. In these cases, the school's Child Protection Policy will be followed and children's social care, and the police if appropriate, will be contacted.

Pupils will only be permitted to leave the premises with adults who are registered with the school as a person with collection responsibility.

Late collection procedure

Parents will notify the school at the first possible opportunity if they believe they will be late to collect their child.

The school will allow for a 10-minute window for late arrival. If a pupil has not been collected 10 minutes after the specified collection time, a staff member will try to contact the pupil's parents and will escort the child to the school's after-school care club. If the pupil's parents cannot be reached via the contact details provided, emergency contacts will be contacted, and the school will continue to try to contact the parents. If the parents and emergency contacts cannot be contacted, the non-collection procedure will be followed as outlined in this policy.

The school will hold at least one emergency contact for each pupil and will have more than one where reasonably possible.

The pupil will join the after-school care club, with parents liable to pay the cost for this service.

Where appropriate, a staff member will sensitively ask the pupil whether they are aware of any reason that could account for their parents being late.

Recurrence of late collection

The length and frequency of late collections are monitored by the school. Concerns regarding a pupil's safety and welfare associated with late collection will be dealt with in accordance with the school's Child Protection Policy. In the event of recurrence of late collection, where no reasonable explanation has been given, a letter will be sent home to the parents inviting them to a discussion about their circumstances. Parents will be made aware of the arrangements

that may be put in place if they continue to collect their child late, including the school's right to enforce a penalty charge.

Collecting a child on someone's behalf

The school will never release a pupil into the care of another adult who is not a family member or named emergency contact without the consent of their parents.

Social workers will not be permitted to collect pupils from the school to attend care review meetings without notifying school and carers beforehand.

If parents wish for their child to be collected by another party who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, they are required to notify the school.

Under no circumstances will a pupil be allowed to leave the school with someone if they are showing signs of distress or anxiety.

Non-collection procedure

The school will continue to try and contact the parents and named emergency contacts in the event of a non-collection.

Under no circumstances will staff members go and look for the parents. A staff member will supervise the pupil at all times.

If no contact has been made with the pupil's parents or emergency contacts, and no one has arrived to collect the child within an **hour** since the original collection time, the school's Child Protection Policy will be followed and children's social care, and the police if appropriate, will be contacted.

A member of staff will stay with the pupil until children's social care arrives.

Once the situation has been resolved, the reason the circumstances arose will be established and noted, and steps to avoid recurrence will be taken by the school and parents.

Monitoring and review

Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and will be amended where necessary.

Any changes made to this policy will be communicated to all staff and parents.