



Footprints Federation

COLLECTING CHILDREN FROM SCHOOL POLICY

Approved by:	Date
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Long Lee and Ingrow PRIMARY SCHOOL – COLLECTING CHILDREN FROM SCHOOL POLICY

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Statement of intent

The footprints federation believes it is essential to ensure all children leave school at the end of the day with a safe adult. We appreciate that, for many families, arrangements need to be flexible and it may be that a number of people care for the child after school. For this reason, we have set out clear procedures which 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.

On admission to the School, parents are asked to provide:

- Names and full addresses of parents/carers (and confirmation of parental responsibility);
- Home and work telephone numbers;
- Mobile phone numbers where appropriate;
- Two emergency contacts who may be called in the event of the parents/carers being unattainable or in the case of an emergency

It is the responsibility of the parent/carer to ensure this information is updated annually or whenever circumstances change. Parents and carers are reminded regularly to update contact details if they have changed. If a telephone number does not work or a letter is returned "with not known at the address/doesn't live here" we follow this up at the earliest opportunity with the parent/carer.

1. Legal framework

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

- Section 175 of the Education Act 2002
- DfE 'Statutory framework for the early years' foundation stage' 2023
- DfE 2023 'Keeping Children Safe in Education'

1.2 This policy will be used in conjunction with the following school policies:

- Health and Safety Policy
- Safeguarding and Child Protection Policy

2. General collection procedure

Parents will promptly collect pupils at the end of the school day.

2.1. Parents will wait in the school playgrounds for their child to arrive.

2.2. Class teachers will escort their pupils into the playgrounds at the end of each day.

2.3. Staff members supervise in the playground areas until 3.05pm at Long Lee and 3.10 at Ingrow

2.4. Sufficient staff to pupil ratios are met at all times during the collection process, including statutory ratios in relation to early years' foundation stage pupils.

2.5. Under no circumstances will staff members take pupils home themselves.

2.6. Pupils in Y5 and Y6 will be released as long as the class teacher has been informed of this arrangement, in writing, by the pupil's parents prior to this commencing, see appendix A.

2.7. 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.

2.8. Pupils will only be permitted to leave the premises with adults (childminders/grandparents for example) following prior permission from parents/carers. In EYFS & KS1, to further safeguard our children, we operate a password system. A child will not be released to an adult, who is not the usual adult even if they are familiar to the child, unless a password is provided or parent advised who will collect.

3. Walking to and from school alone

Our agreed school policy is that no pupil in Foundation Stage or Key Stage 1 should walk to or from school on their own or be left on their own on the school premises either before or after school.

We will not allow older brothers or sisters in school to collect or drop off younger siblings without written consent.

In addition, we will only hand over pupils to named adults or older siblings provided they are 14 years old or above. If parents wish for someone under 14 to collect their child then this needs to be put in writing to the school.

4. After-school club collection procedure

4.1. Parents are informed of finishing times at the point of booking for after school clubs and extra-curricular activities.

4.2. Parents will collect their children from outside the school office following an after school club.

4.3. Where after-school club provision is provided by an external organisation, it is the responsibility of that organisation to implement an appropriate process for the collection of pupils, ensuring that they effectively identify and respond to safeguarding concerns.

4.4. For pupils who have not been collected following an after-school club, late collection procedures will be implemented.

5. Late collection procedure

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

5.2. If a pupil has not been collected at the specified collection time, a staff member will escort them to the school office, where a register is created and a member of staff will contact the pupil's parents.

5.3. The pupil's parents will be contacted and immediate collection will be requested.

5.4. If the pupil's parent/carer cannot be contacted, the next nominated contact will be telephoned.

5.5. The school will continue to try to contact the parents.

5.6. All staff members, including those in charge of after-school activities, are aware of the school's internal procedure for late collection and will ensure that the situation is resolved whilst causing as little distress as possible to the pupil.

5.7. Pupils will be supervised at all times.

5.8. 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.

5.9. In the event that the parents cannot be contacted, the procedure for the non-collection of pupils will be followed.

6. Recurrence of late collection

6.1. The length and frequency of late collections are monitored by the school.

6.2. Concerns regarding a pupil's safety and welfare associated with late collection will be dealt with in accordance with the school's Safeguarding and Child Protection Policy.

6.3. The school will keep a record of incidents where parents are late with no reasonable explanation.

6.4. 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.

6.5. 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.

7. Collecting a child on someone's behalf

7.1 We never release a pupil into the care of another adult who is unfamiliar to staff, unless they provide a password (EYFS & KS1). If an adult is unknown to a child school will seek further clarification from parents/carers.

7.2. Changes to normal collection arrangements will require the parent or carer to notify a member of staff either in person, through Class Dojo or via the office staff.

7.3. Where a parent or carer informs school that a person unknown to the child will be collecting them, if the child is in EYFS or KS1, a password will still be requested.

7.4. In EYFS & KS1 a password will be requested to be used by both parties to ensure the identity of the person collecting the pupil is the individual arranged by the parent. In KS2, if the adult in question is unfamiliar to the child then a password to verify the identity of the person would be requested.

7.5. If the identification of an adult collecting a child cannot be verified then a member of the senior leadership team will be made aware of the situation.

7.6. If the pupil's parents are not contactable, the standard procedure for uncollected pupils will be followed.

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

7.8. Social workers are not permitted to collect pupils from school to attend care review meetings without prior consent and arrangements.

7.9 Under no circumstance will staff allow children to get into a taxi without a known adult.

8. Non-collection procedure

- 8.1. The school will continue to try to contact the parents and named emergency contact in the event of a non-collection.
- 8.2. A detailed record of the action taken and the calls made will be kept.
- 8.3. Under no circumstances will staff members go and look for the parents.
- 8.4. A staff member will supervise the pupil at all times.
- 8.5. If no contact has been made with the pupil's parents or emergency contact, and no one has arrived to collect the child within an hour since the original collection time – the school's child protection procedure will be followed and children's services and the police will be contacted.
- 8.6. A member of staff will stay with the pupil until children's services arrives.
- 8.7. 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.

9. Monitoring and review

- 9.1. Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and amended where necessary.
- 9.2. Any changes made to this policy will be communicated to all teaching staff and parents.



Appendix A

Add Name of school PRIMARY SCHOOL
Yr 5/6 children leaving the classroom doors unsupervised

Dear Parents/Carers

In Years 5 and 6, children are able to leave their classroom doors, at 3pm, without an adult collecting them if we have permission from their parent/carer.

If you give permission for your child to leave their classroom without an adult, please complete the slip below and return to your child's class teacher. If we do not have consent for your child to leave the school site unattended, they will remain in the classroom until an adult collects them. Even if you have completed this form previously, please sign this one for this academic year.

Thank you for supporting us with keeping your child safe.

Yours sincerely,

Years 5 & 6 teachers



My child in class

has permission to leave their classroom doors without an adult collecting them at 3pm.

Signed Parent/Carer Date

Appendix b)

Collecting children on time letter template

Dear [name of parent],

Collecting children after school

I would like to acknowledge and thank the vast majority of parents who always arrive at our school promptly to pick up their children at the end of the school day.

Unfortunately, it is becoming a regular occurrence that a number of parents regularly collect their children late from school, with some instances being significantly past the specified collection time.

I would like to take this opportunity to emphasise the importance of collecting children on time; the increased level of anxiety and distress a child can feel when their parents are late to pick them up can be particularly harmful.

The impact on school staff having to supervise children after the end of the school day is also an area of concern, with this situation regularly resulting in staff being unable to undertake their duties and prepare for the next school day.

In the event that pupils are not collected from the school at the specified time, any children will be taken to the main office where they will be supervised by the office staff.

Parents will be informed of where their child is by using the emergency contact numbers provided to our school; however, if no contact has been established with parents within a reasonable duration of the specified collection time, we will follow child protection procedures by informing the police and children's services of the situation.

At our school, we understand that sometimes traffic can cause delays, and emergencies occur that cannot be avoided – when we are informed in advance of this, we will always take an understanding view.

Nonetheless, due to several parents regularly picking up their children late, and with no prior contact being made to the school, we will now be taking the following action:

- In the first instance of collecting children **over 15 minutes** late, parents will be given an opportunity to discuss with a member of staff, individual circumstances which have prompted the late pick up.
- In the event that a child is picked up late for a second time, the parents will be invited to meet with the headteacher to discuss the late collection of their child and any assistance that is needed in order to pick up their child on time.
- When a child is collected late from school for a third time, the parents will receive a letter of concern (appendix b) from the headteacher and may incur a penalty fine.

If children are not collected from after-school activities at the specified time, the same procedure will also apply.

I would like to reassure you that this procedure is in place in order to further safeguard children at the end of the school day, and I thank the vast majority of parents who do collect their children on time.

Thank you for your continued partnership in the safeguarding of children at our school and supporting their learning and wellbeing.

Yours sincerely,

Mrs S Holdsworth

Headteacher



Appendix c)

Non-collection of pupil letter template

Dear [name of parent],

Non-collection of pupil

As you are aware, [name of child] was not collected from school on [day/date] and we were unable to contact you, or the emergency contact, via the details you provided to the school.

I would like to remind you that, in the event of non-collection of a pupil, Long Lee Primary School must work in accordance with child protection procedures. For this reason, children's services and the police were made aware of the situation on [date].

I hope the reasons for the late collection of your child are not serious, but I encourage you that if you are experiencing difficulties collecting your child on time, or arranging transportation for them, please do come in and speak to either me or your child's teacher and we can discuss ways in which we may be able to help.

Yours sincerely,

Headteacher

2nd Late collection of pupil - Headteacher meeting letter template

Dear [name of parent],

Late collection of pupil

As you are aware, there have now been two occasions when [name of child] has not been collected from school on time.

I would like to invite you to come into school on [Date/Time] to discuss the late collection and assistance that may be needed in order for you to pick up your child on time.

Please telephone the school office on 01535 603986 to confirm whether you are able to attend the meeting.

Yours sincerely,

Headteacher

Late collection written warning letter template

Dear [name of parent],

Late collection of pupil – written warning

There have now been xx occasions when [name of child] has not been collected from school on time.

I have written to you previously regarding this matter and we met on [Date/Time] to discuss the late collection and assistance that may be needed in order for you to pick up your child on time.

Despite this, there does not appear to have been an improvement and I am therefore writing to you to formally give you written notice that any future late collections will incur a charge of £10.00 per hour (or part thereof). This is in order to cover the additional costs to school, i.e. to pay a member of staff to supervise your child.

If you are experiencing difficulties collecting your child on time, please contact school so that an appointment can be made with me, to discuss ways that we may be able to help.

Yours sincerely,

Headteacher