

Melbourne Infant School

Delivery and Collection of Children Policy

INTRODUCTION

This policy will provide clear guidelines for parents/carers, authorised persons, governors and staff in relation to their responsibilities for the delivery and collection of children to / from school.

AIMS OF THE POLICY STATEMENT

The aims of this policy are to:

- Ensure the safe delivery and collection of children being cared for or educated on our premises.
- Encourage families to deliver and collect their child/ren on time.
- Comply with all legislative requirements.

DEFINITIONS

Authorised person: A person for whom the parents/carers have given authority to the school to collect the child. This person must be aged 14 years or more.

Late collection: When a parent/carer or authorised person collects their child/ren from the school after 15:30 hours, or after a designated finishing time for an after school club.

RESPONSIBILITIES

The school is responsible for;

- Providing parents/carers with a copy of this policy, when their children start at the school and ensuring a copy is available for inspection at all times.
- Being available to assist in the situation of the late collection of a child (refer to procedures in this policy).
- Contacting parents/carers/authorised persons, who do not follow the correct procedures stated in this policy.
- Contacting a parent/carer to gain authorisation if a person who is not listed as an authorised person arrives to collect a child.

- Note: Between the hours of 8:45am and 3:20pm the supervision of children on the premises becomes the responsibility of the staff. This time is extended if the children attends a before or after school club.

Parents/carers are responsible for:

- Collecting their child promptly at the conclusion of the day/club.
- Ensuring their child is signed out and back in when they leave school for an appointment.
- Ensuring the child/ren's enrolment form includes details of persons who have lawful authority to collect the child/ren (usually the parents/carers) and any other persons authorised to collect the child/ren.
- Ensure that the school office staff are informed immediately of any changes to contact details for the school's management system.
- The school is made aware of any changes to family circumstances such as where a separation of parents has taken place (see DCC Separated Parents' Policy on school website).

APPOINTMENTS DURING THE SCHOOL DAY

It is preferable that no appointments are made during the school day, however should your child need to attend a medical appointment, we would ask that this request is directed towards the school office with a copy of the appointment (if possible). We request that children are not collected or returned to school from 12.00 - 1.20 due to the lunchtime session. On the occasional time whereby an emergency appointment has been made and school have not been notified, parents/ carers are requested that they phone the school ahead of the appointment to inform us. Should you be nominating another adult to collect your child at any point during the day and the school is not aware, please do telephone the school and inform us of the person's name, contact details and relationship to you/ your child.

ORGANISATION

Delivery of pupils to school

- Parents must ensure that their child arrives at school on time (8.45 am) ready for the first school lesson. If the child is enrolled onto the breakfast club it is the parent's responsibility to ensure they enrol the child and they deliver the

child to the school at the appropriate time. The breakfast club leader is then responsible at 8.45 to deliver the children to the appropriate class/es.

- Children can commence arriving at school from 8.35am. All children will be required to be escorted onto the school site with a parent / carer until the teachers are on duty. Staff will be on duty from 8.45am when classroom doors are opened. Parents are able to remain on site until their child has entered the building, however parents / carers must ensure that they leave the site promptly at this time. Classroom doors and gates to outside areas will be closed at 8.55am and parents after this time will need to take their child/ren to the main office.
- If the behaviour of any parent is a cause for concern on the playground, this will be dealt with by a senior member of staff who may ask the parent to leave the premises, may exclude them from further entry or may call the police if necessary.
- By 9.00am all gates onto the school site will be locked and the site secured.
- The school has several bicycle and scooter racks available for children if they wish to ride / scoot to school with parents/ carers and can leave these at school during the day. The parking bays are to the left of the school hall and on the outside of the EYFS outside area. However, all children on bicycles must wear a helmet when riding their bike. **No scooters or bikes are permitted to be ridden on in the school grounds.**

Late delivery

Parents of all pupils who arrive late (after 8.55am) for whatever reason **must** enter school via the main office and sign their child in with a valid reason.

Persistent late delivery

Parents of all pupils who are persistently arriving late will be contacted by the Headteacher and asked to attend a meeting at which they will be informed about their responsibilities.

Collection from the school

- The staff member will be positioned at the classroom exit door to ensure that children do not leave without the person responsible collecting them. All children will be seen to their parent/ carer outside their specified classroom. Parents/carers will need to remain outside.
- All staff have a yellow box in the morning for messages to the school. Parents are required to post a message if there is a change to the collection / delivery arrangements for a child on any certain day to ensure the class teacher has the

necessary information relating to the change in collection/ delivery arrangements. Please contact the school office directly if there is a change during the day to collection arrangements.

- When no message has been received by the school that the child/ren will be collected by a different person than normal, school will not release the child/ren until they have made contact with the parents/ carers of the child/ren.
- Parents/carers/authorised persons wishing to speak with the class teacher / member of staff at the end of the day will need to wait until all of the children have departed. For example, a person collecting a child informs the teacher that they cannot locate their child's jumper. The teacher would inform the person that they will be able to assist in finding the jumper once all children have departed. This also includes children/ younger siblings coming back into school if they need the toilet.
- If a staff member is concerned that releasing a child to the parents/carers, or a person authorised to collect the child, could put the child at risk, the child will not be allowed to leave in their care.
- In the above case the person collecting the child will be asked to speak to the Headteacher or another senior member of staff. She will need to decide whether or not the child is safe with the parent/carer. If not, social services will be contacted and, if necessary, the police. This will be fully recorded in line with agreed Safeguarding Procedures.

Collection from clubs etc held after school

- All parents must collect their child/ren directly from the school after clubs and all children must be collected from clubs at 4.30pm
- Parents who are regularly late will, following a polite reminder, be informed that their child is unable to attend the club.
- Parents must wait outside the main door when they come to collect their child from any after school event held on the school premises. The club coach/ leader will then require parents/ carers to sign their child/ren out of the club.

Procedures for unlocking/locking gates after school

- At 3.05pm the gates to the site will be unlocked for parents to enter to collect children.
- All children should be in their classrooms from 3.10pm and the external doors secured until hometime.
- At 3.45pm the gates will be locked again so that the only point of entry into the school is via the main entrance.

Staff are responsible for:

In the situation where the parents/carers or authorised person is late in collecting their child/ren and has not notified the school that they will be late, the staff member is responsible for contacting parents/carers. If they are not available, contacting the other persons authorised to collect the child/ren on the child/ren's enrolment form requesting that they collect the child/ren as soon as possible.

Parents/Carers/authorised persons/carers are responsible for:

- Informing the school as soon as reasonably possible, that their child will be collected late, the reason for this and an approximate time for collection.
- Ensuring that late collection is not a regular occurrence.

Persistent late collection from school.

If parents are regularly late collecting their child from school, the Headteacher will contact them to discuss the matter further. If there are no improvements, the matter may be referred as a Child Protection issue.

This policy is part of the Safeguarding / Health and Safety Policies within the school and can be read in conjunction with;

- **Safeguarding**
- **Medicines in school**
- **Separated Parents**
- **Attendance and Absence**
- **School site Security**
- **Road safety**
- **Health and Safety**
- **School Prospectus**

Adopted by Governors

January 2018, Reviewed June 2019

Review date

Annually - June 2020