

Scotforth St Paul's C of E Primary & Nursery School



Scotforth St Paul's
C of E Primary & Nursery School

"Let faith be your shield"

Collecting Children from School Policy

This policy is reviewed every two year by the Governors.

| Issue No | Author/Owner | Date Written | Approved by Governors | Next Review Date |
|----------|---------------|--------------|-----------------------|------------------|
| 1 | Alison Aylott | July 2021 | July 2021 | |

Mission Statement

We learn, grow and care in God's family

Key Principles

- Pupils positively understand their worth and potential-and that of others
- Pupils develop skills, knowledge and enthusiasm for ongoing learning through an inspiring curriculum
- Pupils grow in emotional and spiritual resilience, surrounded by God's love

*"I am the vine, and you are the branches. If any remain in me and I remain in them, they produce much fruit."
(John 15:5)*

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Statement of intent

Scotforth St Paul's School believes it is essential to ensure all pupils are safe 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.
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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 (2020) 'Keeping children safe in education'
- DfE (2021) 'Statutory framework for the early years foundation stage'
- DfE (2018) 'Understanding and dealing with issues relating to parental responsibility'

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

- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Walking To and From School Policy

2. General collection procedure

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

2.2. Parents in KS1 & KS2 will wait by the relevant door (EYFS/KS1) or in the school playground (KS2) for their child to arrive.

2.3. Class teachers will escort EYFS/KS1 pupils to the door and KS2 pupils into the playground at the end of each day.

2.4. Staff members supervise the playground until all pupils have been collected, accounting for the school's late collection procedure.

2.5. Parents are aware of what is expected of their behaviour when they are collecting pupils, for example school is a smoke-free zone, and during covid masks will be worn.

2.6. Pupils in Y5 and Y6 will be allowed to walk home on their own as long as the class teacher has been informed of this arrangement by the pupil's parents, in writing, prior to this commencing. Please see separate policy.

- 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 who are registered with the school as a person with collection responsibility.

3. Extra-curricular club collection procedure

- 3.1. All school clubs and extra-curricular activities will usually finish at 4pm or 4.15pm. See permission slips.
- 3.2. Parents of children who are at a school club/extra-curricular activity should collect their child at the front office. All children should be signed out by the club or activity leader.
- 3.3. Pupils who attend "Scotforth After School" care club, which parents are charged for, will be collected from the exit designated by the MD Marie. All pupils should be signed out by the pre-arranged person who is collecting them. Please see Scotforth After School Club's separate policy.
- 3.4. Pupils who have not been collected following a school extra-curricular club may be escorted to the school's after-school care club whilst school endeavours to contact parents.
- 3.5. If parents are late to collect their children, which results in the pupils attending the school care club, parents will be charged in accordance with the school's Morning and Aftercare Policy.

4. Late collection procedure

- 4.1. Parents to notify the school at the first possible opportunity if they believe they will be late to collect their child.
- 4.2. If a pupil has not been collected from the school playground, a staff member will escort them to the school's office for contact to be made with parent/carer. If contact cannot be made or parent/carer informs school they are going to be late, the pupil will be asked to sit on the bench/be taken to after-school care.
- 4.3. If the pupil's parents cannot be reached via the contact number provided, emergency contacts will be phoned.
- 4.4. Pupils may have to join the after-school care club and the parents are liable to pay the cost for this service.
- 4.5. 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.
- 4.6. Where appropriate, a staff member will sensitively ask the pupil whether they are aware of any reason that could account for their parents/carers being late.

5. Recurrence of late collection

- 5.1. The length and frequency of late collections are monitored by the school.
- 5.2. Concerns regarding a pupil's safety and welfare associated with late collection will be dealt with in accordance with the school's Child Protection and Safeguarding Policy.
- 5.3. The school will keep a record of incidents where parents are late with no reasonable explanation.
- 5.4. 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.
- 5.5. 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.
- 5.6. The school may charge a fine for parents who are regularly late to collect their child without a reasonable explanation.

6. Collecting a child on someone's behalf

- 6.1. The school never releases a pupil into the care of another adult who is not a family member or named emergency contact without the consent of their parents/carers.
- 6.2. Social workers are not permitted to collect pupils from the school to attend care review meetings without the prior consent of teachers, foster carers, parents and the pupil themselves.
- 6.3. The school **will not** accept a list of people who may collect the pupil as a substitute to calling the school office and informing the school directly of the change in collection.
- 6.4. **Siblings:**

-All pupils in EYFS must be collected by an adult (aged 18 years or over)

- **All pupils in KS1 must be collected by an adult (aged 18 years or over)**
- **All pupils in KS2 must be collected by a person aged 13 years or over**

-A pupil who attends Scotforth St Paul's school will not be allowed to collect and take a younger sibling home from school.

- 6.5. 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, **this must be put in writing to the school.** This list should include siblings.
- 6.6. In an emergency, verbal consent may be given for an agreed person to take their child home. This must be followed by written confirmation from parents (email/letter) confirming that the arrangement was made at their request.

- 6.7. Verbal consent must include a full physical description of the person, unless already known to the school.
- 6.8. A password may 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.
- 6.9. Staff members who are unsure of an adult's identity will ask to see identification.
- 6.10. If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:
- A staff member will take the pupil to the school office.
 - The pupil's parents will be contacted for further advice.
 - A member of the SLT will be made aware of the situation.
 - If the pupil's parents are not contactable, the standard procedure for uncontrolled pupils will be followed.
- 6.11. Under no circumstances will a pupil be allowed to leave the school with someone if they are showing signs of distress or anxiety.

7. Non-collection procedure

- 7.1. The school will continue to try and contact the parents and named emergency contacts in the event of a non-collection.
- 7.2. A detailed record of the action taken, and the calls made, will be kept.
- 7.3. Under no circumstances will staff members go and look for the parents.
- 7.4. A staff member will supervise the pupil at all times.
- 7.5. 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 end of the school day or at after a pre-arranged afterschool club or activity – the school's child protection procedure will be followed and children's services and the police will be contacted.
- 7.6. A member of staff will stay with the pupil until children's services arrives.
- 7.7. 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.

8. Monitoring and review

- 8.1. Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and amended where necessary.
- 8.2. This policy will be reviewed on an annual basis by the headteacher and DSL team
- 8.3. Any changes made to this policy will be communicated to all teaching staff and parents.

Please return to the school office.



CONSENT THAT MY KS2 CHILD MAY BE COLLECTED BY AN AGE 13+ SIBLING

I confirm thatwho is in Year.....at Scotforth St Paul's C of E Primary & Nursery School may walk home from school with(name) age.....(age if between 13 and 18 years old)

In the event of an emergency please contact:.....(PARENT/CARER)

Contact Numbers:.....Or.....(Name/Relationship to child) on.....

I will notify the school immediately of any changes to the emergency contact details.

I confirm that I have read and understood the school's walking home and collection policies for parents (to be found on the school's website).

I understand that it is the parent/carer's responsibility to ensure that the child is dropped off and collected by a responsible person if it is not safe for the child to walk home unsupervised. There is no minimum age set in law when a young person is allowed to remain in charge of another child; however it is an offence to leave a child alone if it places them at risk. This can include in the care of an older sibling if the level of supervision is 'likely to cause unnecessary suffering or injury to health' (Children and Young Persons Act). Therefore I the parents/carer understand and take responsibility for anything that should go wrong in my/our absence.

Parents are also responsible for the care and safety of their eldest child, even while that child is acting in a caring role for younger siblings.

I understand the school may revoke this consent if child safety is compromised (for example by there not being a responsible adult at home to look after the child/ren upon their return.)

Signature.....

Name:..... Dated:.....

Template letter re late collection

Dear

RE: Collecting your child from school

I am writing to you today with regards to xxxxxxxxx being collected late from school. I would also like to draw your attention to our collecting pupils from school policy, which is available on our website and attached here.

Through this letter, I hope to provide clarification on the school's procedures for collecting your child/ren, and avoid any confusion, inconvenience and frustration in the future. At our school the safety of your children is of the utmost importance to us, which is why we have the following procedures in place.

Running late

If, when coming to pick your child up from school, you are running late, I ask that on each separate occasion you ring the school office on **01524 65379** inform the school that you are running late and when you can be expected at the school. We also ask that you be mindful of the time at which you notify the school; wherever possible, we ask parents to notify the school no later than **30 minutes** before the specified collecting time.

If applicable, please also name the person who will be collecting your child on your behalf. The school may ask you for a description of the individual that you have stated if they are unknown to the school. Additionally, we may request that a password is put in place, for us to ask the individual who comes to collect your child. Pupils of the school will not be released from the school unless completely satisfied that they are safe. When parents are not at the school on time to collect their children, pupils will be brought to the school office by their class teachers and then taken to aftercare.

Recurring late pick-ups

As our policy states, the length and frequency of late collections are monitored by the school, and any concerns regarding a pupil's safety that may be associated with late pick-ups will be appropriately addressed by the school's Designated Safeguarding Lead, where applicable.

A record is kept of incidents where parents are late with no reasonable explanation, and the school may charge a fine for parents who are late to collect their child or charge for the time their child was placed in aftercare. In addition, the school may send parents a letter inviting them to a discussion about their circumstances and any arrangements that can be made to assist the parents.

Non-collection

It is unfeasible to expect school staff to watch pupils after the end of the school day as they have other responsibilities. A section pertaining to non-collection can be found in the Collecting Children from School Policy and should be read with care.

A member of staff will supervise the pupil and the school will try to contact parents, and other listed emergency contacts, in the event that a child is uncollected from the school. Under no circumstances will school staff leave school to go looking for parents. If no contact can be made and no specified adult (someone that has been approved to collect the pupil) has come to collect the pupil within an hour of the original collection time, the school will have no alternative but to follow their child protection procedures and contact children's services or the police.

Collecting a pupil on someone's behalf

The school will never, under any circumstances, allow a pupil to leave the premises with an adult who has not been specified as someone with responsibility for collecting the pupil. If there is a change in who will be coming to collect a pupil, this **must be communicated to the school**, where a description of the person and possibly a password will be asked of you, to ensure your child's safety.

The school **will not** accept a list of people who may collect the pupil as a substitute to calling the school office and informing the school directly of the change in collection. Having a list of potential adults who may or may not be collecting a pupil is a gateway to confusion and inconsistencies, which is where mistakes can be made.

If you are running late, or due to some other unforeseen circumstances, please ring the school office on 01524 65379 to inform us who will be collecting the pupil on your behalf and please be ready to provide a description of the individual as well as a password.

It should also be noted that the school may ask the individual who is collecting the pupil for proof of identification, and they should be ready to provide this.

Finally, please have the same consideration for the above when your child is attending an extra curricular club – the procedures outlined in this letter and in the included policy are still enforced and should still be followed.

We understand that sometimes emergencies happen which may make the above procedures seem cumbersome; however, I would like to reassure you that the school has these procedures in place for the sole purpose of protecting the pupils of the school. The whole school appreciates your cooperation with following these procedures and we will be understanding of valid explanations and emergencies. If you have any queries in regards to this letter, you are welcome to contact the office.

Also included in this letter is a slip which should be completed and handed back to the school office by **insert date**. The slip outlines the emergency contact details for your child. Please complete this slip to ensure that the school holds accurate and up-to-date emergency contact details for your child/ren.

Thank you for taking the time to read this letter.

Yours faithfully,

Headteacher

Please complete the slip below and return to the school office:

| | |
|-----------------------|--|
| Name of child: | |
| Year of child: | |

| | Name | Contact number | Password |
|--|-------------|----------------|----------|
| Parent responsible for collection: | | | |
| Emergency contact one: | | | |
| Emergency contact two: | | | |
| Emergency contact three: | | | |
| I agree to the procedures explained to me in this letter and that the information I have provided above is correct: | | | |
| Signature: | Date | | |

Non-collection of Pupil Letter Template

Dear Parent/Carer

RE: 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, Scotforth St Paul's 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 myself or your child's teacher and we can discuss ways in which we may be able to help.

Yours faithfully

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