

# COLLECTING CHILDREN FROM SCHOOL POLICY

## Furness Vale Primary and Nursery School

'This policy has been reviewed on 22/06/2022 and has been impact assessed in the light of all other school policies and the Equality Act 2010.'

DATE AGREED	REVIEWED ON	NEXT REVIEW	COMMITTEE	MINUTE NO	SIGNED
14/07/2021	14/07/2021	14/07/2022	FGB	21/41	R.Waring K.Medway C.Ward
22/06/2022	22/06/2022	22/06/2023	Safeguarding	SFG22/19	L. Nicholls L. Forshaw K. Medway


Date policy last reviewed: \_\_\_\_\_

Signed by:

\_\_\_\_\_ Headteacher Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors Date: \_\_\_\_\_

Last updated: 15 October 2021

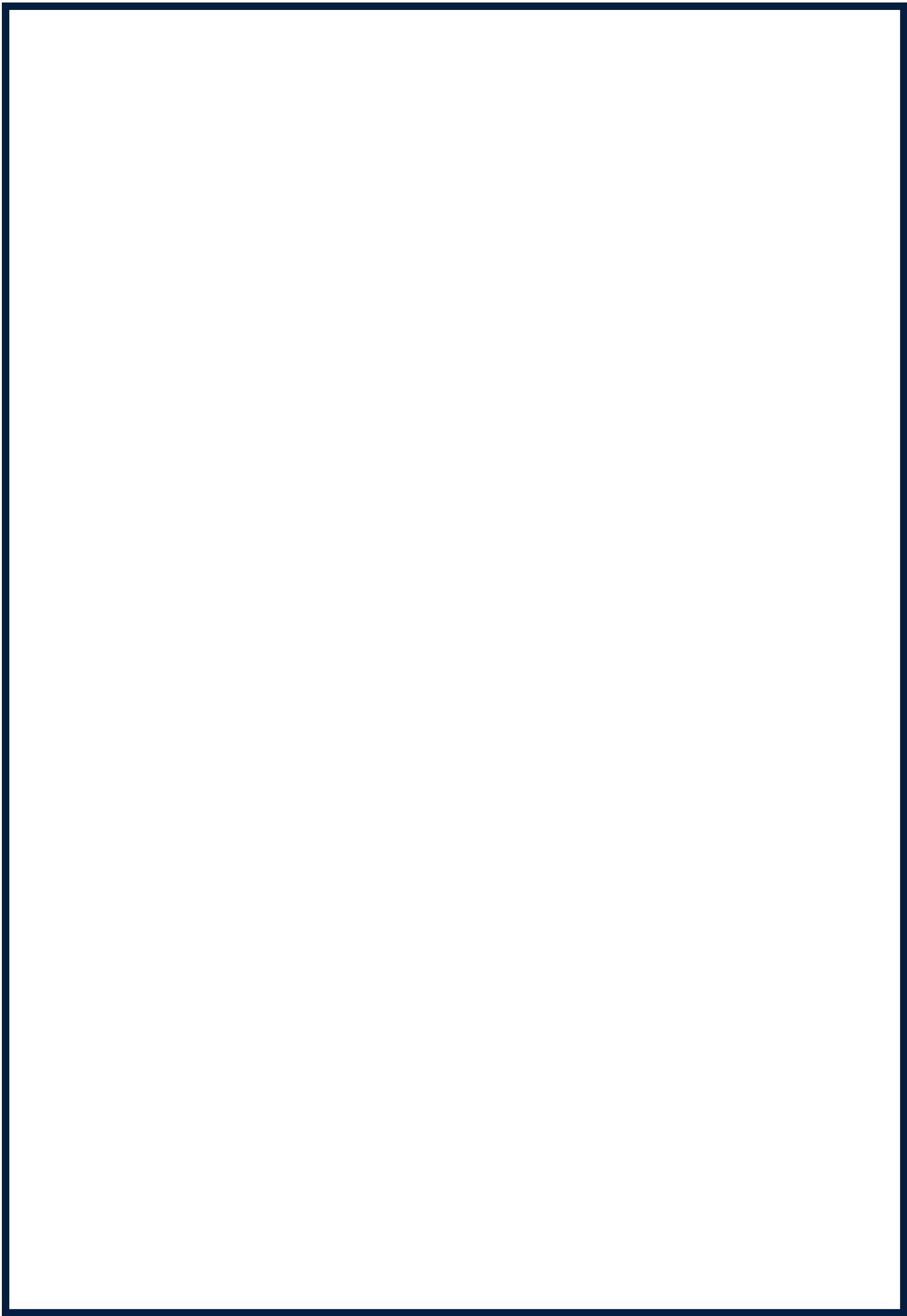
## Contents:

### Statement of intent

1. [Legal framework](#)
2. [General collection procedure](#)
3. [After-school club collection procedure](#)
4. [Late collection procedure](#)
5. [Recurrence of late collection](#)
6. [Collecting a child on someone's behalf](#)
7. [Non-collection procedure](#)
8. [Monitoring and review](#)

### **Appendices**

- A. [Letter to Parents: Collecting Pupils from School](#)
- B. [Non-Collection of Pupil Letter Template](#)



## **Statement of intent**

Furness Vale Primary and Nursery 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.

Please note that this policy only applies to instances where pupils are collected from school.

## **1. Legal framework**

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

- Section 175 of the Education Act 2002
- DfE (2021) 'Keeping children safe in education 2021'
- DfE (2018) '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 and Safeguarding Policy

## **2. General collection procedure**

Parents will promptly collect pupils at the end of the school day, which is 3:10pm for Class C and Class D, 3:15pm for Class B and 3:20pm for Class A, from the playground. 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 supervise the playground until all pupils have been collected, accounting for the school's late collection procedure outlined in [section 4](#) of this policy. Sufficient staff to pupil ratios will be met at all times during the collection process.

Pupils will be allowed to travel home on their own as long as the headteacher has been informed of this arrangement by the pupil's parents, prior to this commencing and the parents have signed the relevant form.

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 and Safeguarding 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.

## **3. After-school club collection procedure**

After-school club runs until 5:00pm.

Parents will follow the normal collection procedure, as outlined in [section 2](#), when picking up children from after-school club.

## **4. 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 15-minute window for late arrival. If a pupil has not been collected 15 minutes after the specified collection time, a staff member will escort them to the school's after-school care club before trying to contact the pupil's parents. 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 and contact the parents. If the parents and emergency contacts cannot be contacted, the non-collection procedure will be followed as outlined in [section 7](#).

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 club, which parents will be liable to pay the cost for this service.

All staff members, including those in charge of after-school activities, will be 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.

While awaiting collection, pupils will be supervised at all times, ensuring appropriate staffing ratios are met.

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. Recurrence of late collection**

The length and frequency of late collections are monitored by the school. The school will keep a record of incidents where parents are late with no reasonable explanation.

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.

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.

## **6. Collecting a child on someone's behalf**

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.

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.

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.

Pupils may be collected from school by an older sibling if the sibling is aged 14 or older.

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 must notify the school and add them to the collection list.

In an emergency, verbal consent may be given for an agreed person to take their child home and this will be recorded. Verbal consent must include a full physical description of the person, unless already known to the school.

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.

Staff members who are unsure of an adult's identity will ask to see identification. 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.
- The headteacher will be made aware of the situation.
- If the pupil's parents are not contactable, the standard procedure for uncollected pupils will be followed.

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**

The school will continue to try and contact the parents and named emergency contacts in the event of a non-collection. A detailed record of the action taken, and the calls made, will be kept.

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 of the original collection time the school's Child Protection and Safeguarding 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.

## **8. Monitoring and review**

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

This policy will be reviewed on an **annual** basis by the headteacher. The next scheduled review date for this policy is **date**.

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



Please complete the slip below and return to Mrs Daniels in the school office.

<b>Name of child:</b>	
<b>Year of child:</b>	

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

## Non-collection of Pupil Letter Template

Address line one

Address line two

City/town

Postcode

Date

**RE: Non-collection of pupil**

Dear name of parent,

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, name of school must work in accordance with child protection procedures. For this reason, children's social care 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.

Kind regards,

Name

Job role