

Rakegate Primary School



Safe Collection of Pupils Policy

2022

SAFE COLLECTION OF CHILDREN POLICY

Statement of Intent

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. In the event that a child is not collected by an authorised person at the end of the school day the school puts into practice agreed procedures.

Aim

The end of the school day is a busy time, and our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely. The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children leaving the school premises. In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

The Authorised Adult

The Authorised Adult must be a responsible person aged 16 years or over. The person may be a;

- Parent/Carer
- Family member
- Child minder
- Neighbour
- Someone over the age of 16 who has the parent/carer's written permission to collect the child from school. Verbal consent can be accepted in emergency situations.

Infant children (those in Nursery, Reception, Y1 and Y2) may NOT be collected by other brothers or sisters in school. They should be collected by an authorised adult. Teachers have been instructed not to release infant children to siblings from key stage 2 but to ask the school office to contact parents/carers to ensure they are collected by an authorised adult.

Methods

Parents/carers of children in our school are asked to provide specific information when the children join the school which is kept in our data file in the office and on SIMS including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Emergency contact details
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. child-minder, relative
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above we ask that the school office is notified immediately. When there is a change to the end of the day arrangements we ask that parents inform either the school office or the class teacher as soon as possible.

Safe Collection

School finishes at 3.20pm for Nursery and 3.10pm for all other year groups. All children from Nursery to Year 2 wait inside the building and are handed over individually to their authorised adult. If, as a parent or carer of a child in these year groups, you make arrangements for your child to be collected by another adult, it is important you ring school and inform the staff of these arrangements and follow this up with an email to the school.

Any unknown person collecting children will be challenged by staff and permissions checked with parents/carers. We will also check that children are happy to be handed over to these individuals and that they are known to them. If we do not receive a message directly from you, we will not hand over your child.

Children in Years 3-6 are taken to the KS2 playground gates to meet their authorised adults. Parents must ensure that they have completed the consent slip for any pupil who is to walk home unaccompanied. These names are recorded and the class teachers will only allow these pupils to leave the site without an adult. Other pupils will remain with their class teacher until a known adult collects them. Government guidelines advise that children below Year 5 (10 Years of age) should not be allowed to walk home unaccompanied. This is at the parents' discretion and only children who have signed consent will be permitted to leave the gates by themselves.

If parents meet their children at a certain meeting point on site, a short walk away from the school or anywhere else off the site they will need to consent to them leaving alone. For example: If you collect your child in Year 4 from the local bus stop then you would need to give consent for them to leave the gate alone. Once a child has been handed over to a responsible adult, they are no longer the responsibility of the school. We ask parents/carers to remain

vigilant after collecting their child to ensure they leave the school premises safely.

Other safety issues

Parents are responsible for ensuring that their children do not access or use any areas of the school site that are prohibited. This includes playing on any outdoor playground equipment such as climbing frames or climbing walls. This equipment is only permitted to be used by pupils of the correct age during the school day and under appropriate supervision. For all pupils safety no football should be played on the playgrounds before or after school and no pupils should use bikes, skates or scooters etc. on the school site.

Extra-Curricular Clubs Arrangements

The above procedures also apply to any extra-curricular clubs or school discos.

After School Club

Pupils should be collected promptly at 5.30pm by an authorised adult. Pupils will not be allowed to leave with any siblings under the age of 16.

Communication

As always, good communication between home and school is vital so please let us know ASAP if there are any changes to your normal drop off and collection routines. Particularly if you will be late to collect your child at the end of the school day and please remember that it is a parent's responsibility to ensure children travel to and from school safely. Please talk to your children about staying safe.

When children are not collected

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon as possible to notify us that you may be late. If we receive no such message, the following procedure would be followed;

1. The child will remain with their class teacher/TA until their adult arrives.
2. If their adult is late (after 3.20pm), they will be escorted to wait near the main office whilst staff try to contact parents/carers.
3. We inform parents that if children are not collected at the end of the day we follow the following procedures:

- Messages are checked to see if there are any changes to the end of day arrangements
- Parents/carers are contacted at home or work
- If this is unsuccessful other authorised adults are contacted
- In the meantime the child will wait at the main office entrance under adult supervision
- If by 3:30pm no adult arrives to collect the children, school reserves the right to place the child(ren) in our After School Club and charge parents/carers the full sessional costs.

Where no authorised adult can be contacted

4. If no contact has been made by 4:10pm, we will follow our Child Protection Procedures and contact the Local Safeguarding Team.

5. The Safeguarding Team will aim to locate the parent/carer or relative. If they are unable to do so the child may be placed into the care of the Local Authority.

6. The school will deliver a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child.

7. A full report of the incident will be written and placed in the child's school file.

This policy will apply to all children within our school and will be reviewed in Autumn Term 2025.

AGREED AND SIGNED on behalf of the school.

_____ (Head Teacher)

(date)

_____ (Chair of Governors)

(date)

Walking Home Alone – Year 5 and 6 Pupils

Dear Parents/Carers,

We understand the need for children in Years 5 and 6 to begin to develop their independence as part of their preparation for secondary school. Can parents who are happy for their child to walk home alone OR leave the KS2 playground gates and meet you at a certain point, sign the 'walk home permission slip' and return it to school.

Government guidelines advise that children below year 5 should not be allowed to walk home unaccompanied so we strongly advise that children in other year groups should not walk home alone. (If you wish to discuss this matter further, please see Mrs Horton or Mrs Rogers)

We will not allow children to leave the KS2 playground gates at the end of the day unless you are there to collect or we have received the written permission slip below.

Here are a few things that you may wish to discuss with your child:

Do not walk alone.

Stick to a well-lit and used route.

Wear bright/reflective clothing.

Be vigilant at all times.

Thank you for your continuing support.

Yours sincerely,



Mrs Horton
Head teacher

WALK HOME ALONE PERMISSION SLIP FOR YEARS 5 AND 6

Name of child _____

Class _____

I give permission for my child to walk home from school alone.

Yes/No

I give permission for my child to meet me at an arranged collection point:

Yes/No

_____ (named meeting point)

Signed: _____

Date: _____