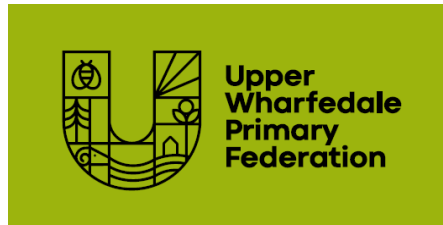




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## Upper Wharfedale Primary Federation

### Policy for Collecting Children from School

Policy written by WThompson

Date – December 2024

Approved by Governors January 2025

Review date – December 2027

This policy is based on guidance written by NYCC Education Safeguarding Managers

#### **Purpose**

To ensure the safeguarding of all children, it is essential that our Federation has a procedure in place for the safe collection of all children at the end of a school day, and guidance for parents in the event of them being late/unable to collect their child.

#### **Aims**

- To keep children safe.
- To ensure that all members of the school community are aware of the correct procedures for the end of the school day.
- To highlight the importance of maintaining clear lines of communication and **up-to-date contact details**.

#### **Policy**

- The Federation expects children to be collected at the end of the school day, which is 3:30 pm for Pre-school children at Grassington; Key stage 1 and 2 at Burnsall, Cracoe and Grassington and 3:00pm at Kettlewell. If children attend after school clubs specific collection times are notified to parents, but the same principles apply stated in this policy.
- For pre-school children at Grassington, who only attend a morning session children should be collected at **12:00**
- The school gates are opened at the above times. Parents are reminded to wait on the playgrounds or designated areas to enable children to make a safe exit from the buildings.



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- Children are supervised in exiting the buildings and handed over to their parent/carer by school staff. Parents/carers are expected to wait at the designated area at each school to collect their child.
- **Children may walk home on their own** as long as the class teacher has been made aware and a risk assessment has been completed with parents and child.
- If the person expected to collect the child is not there, the child will return to the classroom and inform the class teacher. Any child not collected within 10 minutes will be taken to the school office and should be collected from there.
- Please refer to **Guidance and Procedures for Parents** within this policy for the procedure beyond this point.

### **Guidance and Procedures for parents/carers in the event of a parent/carer not arriving to collect their child at the end of the school day**

#### Policy statement

In the event that a child is not collected by a parent/carer or designated authorised adult at the end of a session or school day, we put into place these agreed procedures. These ensure that an experienced and qualified member of staff who is known by the child cares for the child safely. The child will receive a high standard of care in order to cause as little distress as possible.

WE inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

**As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day or session.**

**As a parent/carer please ensure that the school has up-to-date information in order to contact you. This information should be included in the registration form to the school or on the annual information collection form sent to parents annually. Information should include:**

- Home address and phone number- if parents do not have a phone number , an alternative number must be given , perhaps a close relative or neighbour
- Mobile phone number of both parents
- Places of work, address and telephone numbers of both parents
- Names, addresses, phone numbers and signatures of adults who are authorised by their parents to collect their child, eg grandparent, child minder
- Who has parental responsibility for the child



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- Information about any person who does not have legal access to the child
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.

### Collection arrangements

- If a parent is unexpectedly delayed and are unable to collect or will be late collecting their child from school, please contact the school immediately
- If a parent arranges for another adult to collect their child, they must let the school know the details of that person. No child will be released to this person unless this information is received by the school
- If a parent is unable to arrange for another adult to collect their child, then the school will look after their child for no longer than one hour.
- If the parent or an identified adult have/ has not arrived within this hour to collect their child, the school will contact the Customer Service Centre (Children's Social Care). This is in line with child protection procedures

### **If a parent/carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:**

1. The teacher will bring the child/children inside and ensure they are supervised
2. Children who have not been collected by will be supervised in the classroom or school office
3. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
4. If the parent/carer has made no contact, the office staff will attempt to contact the parent/carer and the emergency contact by telephone.
5. Where appropriate, a member of staff will sensitively ask the child whether there is a reason that could account for their parent/carer being late.
6. Where appropriate, a member of staff will ask the child if they have any additional contact information.
7. School will continue to try to contact the parent/carer and the emergency contact/s.
8. If contact cannot be made with the parent/carer or the emergency contact/s by 4:30 p.m., school will contact the Customer Service Centre (Children's Social Care).
9. In an emergency, school will contact the police.
10. A Report of the incident will be logged on the child's file and CPOMS



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**We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carer and s/he has given permission.**

This policy will be kept in the school office

Parents will be informed of the policy through the federation newsletter and website.