

Hemingbrough CP School

Procedure for collecting children from school 2018/19

Purpose

To ensure the safeguarding of all children, it is essential that the school 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.

Procedure

- The school expects children to be collected at the end of the school day, which is 3pm for Apple, Oak and Willow Classes (Key Stage 1) and 3.05pm for Ash, Beech, Chestnut and Sycamore Classes (Key Stage 2).
- Parents are to wait on the KS2 playground. Pre-school children and school children are not to play on fixed play equipment or run around the hard / grassed areas. They are to remain with a suitable adult at all times.
- Parents are reminded to keep doors / pathways clear to ensure safe exit.
- Children in Apple, Oak and Willow Classes (Key Stage 1) are let out of class at 3pm and handed over to their parent/carer. Parents/carers are expected to wait on the KS2 playground to collect their child.
- Children in Ash, Beech, Chestnut and Sycamore Classes (Key Stage 2) are let out of class at 3.05pm Parents/carers are expected to wait for their child on the Key Stage 2 playground.
- Children in Chestnut (Yr 5) and Sycamore (Yr 6) may walk home on their own, but we require written permission for them to do so. We also require written permission from parents / carers for children in Ash (Yr 3) and Beech (Yr 4) who wish to walk home on their own.
- 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 main office and should be collected from there.
- Please refer to **Guidance for Parents** within this policy for the procedure beyond this point.
- After School Clubs – all children should be collected from After School Clubs unless the member of staff running the club has been notified in writing that the child may walk home on their own

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

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

Please ensure that the school has up-to-date telephone numbers to contact you in an emergency.

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately (01757 638266)
- If you arrange for another adult to collect your child, you must let the school know the details of that person.
- If you or an identified adult have / has not arrived by 4pm to collect your child, the school will contact the Customer Service Centre (Children's Social Care).

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. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
3. If no contact has been made by the parent/carer, staff will attempt to contact the parent/carer and the emergency contact by telephone.
4. 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.
5. Where appropriate, a member of staff will ask the child if they have any additional contact information.
6. School will continue to try and contact the parent/carer and the emergency contact/s.
7. If contact cannot be made with the parent/carer or the emergency contact/s by 4pm, school will contact the Customer Service Centre (Children's Social Care).
8. In an emergency, school will contact the police.

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 us permission.

This procedure will be displayed on our website and in the staff room

Parents will be informed of the procedure via the website and in hard copy format

This procedure will be reviewed in October 2019

Signed Sarah Chappell

Head teacher