



North

Yorkshire County Council

Children and Young People's Service

Northstead CP School

Policy for Collecting Children from School

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.

Policy

- The school expects children to be collected at the end of the school day, which is 3:00 p.m. for all children.
- The school gates are opened at 2:50p.m. Parents are reminded to keep the area around the classroom doors clear to enable children to make a safe exit.
- Children in EYFS are let out of class at 3:00p.m. and handed over to their parent/carer. Parents/carers are expected to wait in the EYFS playground beyond the ramp to collect their child.
- Children in Key Stage One are let out of class at 3:00 p.m. and handed over to their parent/carer. Parents/carers are expected to wait in the KS1 playground, away from the steps/ ramp to collect their child.
- Children in Lower Key Stage Two are let out of class at 3:00p.m. Parents/carers are expected to wait for their child on the upper KS2 playground.
- Children in Upper Key Stage Two are allowed to leave school independently providing school has written confirmation of this – see letter.
- If the person expected to collect the child is not there, the child will be taken to the school office and their name added to the signing out sheet. Children will be supervised by either class teacher/ DHT/ Office Staff as appropriate. The person collecting the children will need to sign the children out and state the reason for the late collection.



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- Please refer to **Guidance for Parents** within this policy for the procedure beyond this point.

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 (*tel. no: 01723 362249*)
- If you arrange for another adult to collect your child, you must let the school know the details of that person.
- If you are unable to arrange for another adult to collect your child then the school will look after your child until 3.30 p.m.
- If you or an identified adult have/ has not arrived by 3.30 p.m. to collect your child, the school will contact the Customer Service Centre (Children and Families Services).

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 at the main office.
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, the office 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.



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7. If contact cannot be made with the parent/carer or the emergency contact/s by 3.30p.m., school will contact the Customer Service Centre (Children and Families Services).
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 permission.

Parents will be informed of the policy via the School Website

Signed Mr S Ball _____ Chair of Governors

Signed Mr J Lidgley _____ Head teacher

Date adopted by Governing Body September 2018 _____