



## **Procedures for Collecting Children from School at the End of the Day**

### **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 the 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.

### **School Procedures:**

- 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 dismissed onto the playground one class at a time from 2.55p.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. Parents/Carers are encouraged to wave only when it is the turn of 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 or outside the Year 3 classrooms.
- Children in Upper Key Stage Two are allowed to leave school independently.
- If the person expected to collect the child is not there after 10 minutes, the child will be taken to the school office where parents/carers will be telephoned. Children will be supervised by either class teacher/ Safeguarding team/ Office Staff as appropriate. **The person collecting the children will need to sign the children out and state the reason for the late collection.**

**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, will be late collecting your child from school, and are unable to collect, the parent should contact the school by telephone on 01723 362249.
- ✓ If you arrange for another adult to collect your child, you must let the school office know the details of that person prior to collection. **No adult other than those named on a pupil's contact details will be allowed to leave the school with a child.**
- ✓ If you are unable to arrange for another adult to collect your child then the school will look after your child until 3.15pm, at which point your child will be taken to the Northstead After School club. You will be expected to pay for this provision.
- ✓ If you or an identified adult have/ has not arrived/been in touch by 4.30pm to collect your child, the school will contact the Customer Service Centre (Children and Families Services).
- ✓ All children must be collected from After School Clubs by an adult **unless written permission is given** for the child to walk home.

If a child is frequently not collected on time then parent / carer will be required to meet with the Safeguarding & Welfare Officer and a senior member of staff to discuss.

**Please contact the Designated Safeguarding Lead or Safeguarding and Welfare Officer if you have safeguarding concerns regarding collection arrangements.**

**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 had given permission via the school office.**

**Updated by S Wilson January 2022**