

Heaton Park Primary and Nursery School



Policy for the Collection of Children September 2022

Review Date: September 2024

Policy for the Collection of Children

Rationale

At Heaton Park Primary and Nursery School we put the safety and well being of our pupils first. We are committed to providing a caring, friendly and safe environment for all of our pupils, so they can learn in a relaxed and secure atmosphere.

Policy Aims and Objectives

- To ensure all children are safe.
- To give Parents/Carers clear guidelines of the collection of children from school.
- To set out a clear procedure for staff to follow.

When should children be collected from school and by whom?

Morning Nursery children should be collected no later than 12:00p.m.

All other children should be collected no later than 3:15 p.m.

Children should be collected by a responsible adult or an older sibling deemed responsible by the parents. Children in Early Years and KS1 should be collected by an adult whose name has been written by Parents/Carers on the 'Collection Consent List'.

Year 6 may leave and walk home without an adult

Procedure

In the event of a child not being collected on -time the school will follow the procedure below:

- After the rest of the class have been dismissed, the Class Teacher should take the uncollected child to the school office. The Parent/Carer will be contacted by the Class Teacher on the contact numbers provided. If we are unable to contact the Parent/Carer we will use the alternative emergency contact numbers provided on the 'Pupil Information Form'. The child will remain in the main entrance hall with a familiar member of staff, until they are collected by the Parent/Carer or emergency contact.
- Parents/Carers who are persistently late in collecting their child from school will be sent a letter from the Head Teacher reminding them of the policy and will be invited into school to discuss the matter further.
- **Referral to Social Services-** If we are unable to contact any person who is listed as a contact on the child's 'Pupil Information Form', we will wait with the child in a safe environment. We will continue to call the numbers on the form until we get a response. As a school, we are prepared to wait with your child for one hour (discretion will be used) before we begin to make alternative arrangements for the child. Calling social services or the police will be our last resort, but they will be contacted should a child remain uncollected after one hour. If social services are contacted, we will follow their instructions to ensure the safety of the uncollected child.

- In the event of a child being collected by social services we will pass on to them all the contact details and confidential information that we have for that child. We will also leave a message for the Parent/Carer informing them of the situation.

In the event of an unfamiliar adult attempting to collect a child from school, the procedure below will be followed:

- Parents should notify the office if an unfamiliar adult is collecting their child, to inform the teacher.
- The adult should be asked to provide his/her name, his/her relationship to the child, and the password that has been provided by the Parent/Carer. Also ask the child (if old enough) who the adult is.
- Staff should then refer to the 'Collection Consent List' (See Appendix 1) provided by the child's Parents/Carers to check if the given name is listed and the correct password has been given. If yes, the child may be dismissed. If the adult's name is not listed by the Parents/Carers, explain that this is the case and that consent for collection will need to be confirmed by the Parent/Carer over the phone.
- Contact the Parent/Carer and seek permission for the named adult to collect their child. If the Parent/Carer is unavailable, telephone an emergency contact. If neither Parent/Carer or emergency contact are available, explain to the adult the child cannot be dismissed and instead will be taken to the entrance hall. The child will remain in the main entrance hall with a familiar member of staff, until they are collected by the Parent/Carer or emergency contact.
- **Referral to Social Services-** If we are unable to contact any person who is listed as a contact on the child's 'Pupil Information Form', we will wait with the child in a safe environment. We will continue to call the numbers on the form until we get a response. As a school, we are prepared to wait with your child for one hour (discretion will be used) before we begin to make alternative arrangements for the child. Calling social services or the police will be our last resort, but they will be contacted should a child remain uncollected after one hour. If social services are contacted, we will follow their instructions to ensure the safety of the uncollected child.
- In the event of a child being collected by social services we will pass on to them all the contact details and confidential information that we have for that child. We will also leave a message for the Parent/Carer informing them of the situation.

APPENDIX 1

OUR POLICY FOR THE COLLECTION OF CHILDREN AT HOME-TIME

Dear Parents and Carers,

At all times it is vital that we know exactly who will be collecting your child from school. **Your child will not be sent home with somebody we are unfamiliar with or whose name you have not specified to us.** On the form below please list the names of all potential people who have your permission to collect your child from school on a regular basis or in case of an emergency, and please state their relationship to your child i.e. Grandmother, Uncle etc. Only people of 16 years or over will be permitted to collect a young child from school. We also ask that you provide us with a specific password that will be known by yourselves and also by anyone whose name appears on this list as they will be asked to give it.

If somebody other than a listed person is to collect your child, you must inform us beforehand, in writing or by phone, of who this person will be. **Once again, please be aware that under no circumstances will we release a child from Heaton Park Primary School if a person arrives to collect your child, whose name we do not have.**

If a child is collected late from school, charges will apply in line with 'after-school club' fees from 3:45 onwards.

We very much appreciate your cooperation with this matter.

Kind regards,

Mr. P.J. Lord.

Child's Name:

I give consent for the following people to collect my child from school on a regular basis.

Name	Relationship to Child

The password that the above people should give is:

I will inform the school in writing or by phone in the event that somebody other than those listed above is to collect my child from school.

Signed:

