



North

Yorkshire County Council

Children and Young People's Service

## Fountains Earth Lofthouse CE Primary School

### Policy for collecting children from school 2016

#### 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 3.30p.m.
- The school gates are opened after final play time.
- Children in Reception and Key Stage 1 are brought onto the playground at 3.30p.m. and handed over to their parent/carer. Parents/carers are expected to wait in the playground to collect their child/ren.
- Children in Key Stage 2 are taken to the cloakroom entrance at 3.30 p.m. and allowed to leave as parents arrive in the playground.
- 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 be brought back into school and the parents contacted
- Please refer to **Guidance for Parents** within this policy for the procedure beyond this point.



North

Yorkshire County Council

Children and Young People's Service

### **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 01423 755289.
- 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 you can make suitable arrangements but not beyond 5 p.m.

**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 3.40 p.m. will be supervised in the library area
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 no contact has been made by the parent/carer, the 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 and 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 5 p.m., school will contact the Customer Service Centre (Children's Social Care).
9. In an emergency, school will contact the police.



North

Yorkshire County Council

Children and Young People's Service

**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 policies file and on line.

Parents will be informed of the policy via the school web site

Spring 2016

Review 2019