



# **Grosvenor Road Primary School**

## **Safe Collection of Children Policy**

Signed .....Chair of Governors

Signed..... Headteacher

Date: This policy was updated July 2019

This policy will be reviewed annually.

**GROSVENOR ROAD PRIMARY SCHOOL**  
**SAFE COLLECTION OF CHILDREN POLICY**

**Statement of Intent**

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. In the event that a child is not collected by an authorised person at the end of the school day the school puts into practice agreed procedures.

**Aim**

The end of the school day is a busy time, and our aim is to ensure children are dismissed carefully under supervision, collected on time and arrive home safely. The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children leaving the school premises.

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

**The Authorised Adult**

The Authorised Adult should be a responsible person aged 16 years or over. The person may be a;

- Parent/Carer
- Family member
- Child minder
- Neighbour
- Someone over the age of 16 who has the parent/carer's written permission to collect the child from school.

Younger children should NOT be collected by older brothers or sisters in school. They should be collected by an authorised adult. Teachers have been asked NOT to release KS1 children to siblings from Key Stage 2 but to ask the office to contact parents/carers to ensure they are collected by an authorised adult.

## **Methods**

Parents/carers of children starting our school are asked to provide specific information which is kept in our data file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. childminder, relative
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above we ask that the school office is notified immediately. When there is a change to the end of the day arrangements we ask that parents inform either the school office or the class teacher.

## **Safe Collection**

School finishes at **3.05pm** for Nursery and Reception children and **3.15pm** for all other year groups. The children in Nursery and Reception Classes wait inside the building (in Nursery) and are handed over individually to their authorised adult.

If, as a parent or carer of a child in the infants (Nursery, Reception, Y1 or Y2), you make arrangements for your child to be collected by another adult, it is important you ring school and inform the staff of these arrangements. If we do not receive a message directly from you we will not hand over your child.

Children in Year One and Year Two are taken to their exit doors and handed over to their authorised adults.

Children in KS2 (Years 3, 4, 5 & 6) exit at their designated door to meet their authorised adults.

Once a child has been handed over to a responsible adult, they are no longer the responsibility of the school. We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

There have been incidents in the past where children have been safely handed over to parents or carers, for the child to then become separated from the adults, causing great alarm to everyone.

## **Years 5 and 6**

Parents/Carers of children in Years 5 and 6 may understandably wish to encourage independence prior to their children going to High School and allow their child to travel home alone, or with a friend. Should this be the case we ask that the class teacher, or office staff, be informed in writing to avoid any confusion. This includes travelling home from after school clubs – a permission slip must be completed by the parent/carer.

### **When Children Are Not Collected**

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon as possibly to notify us that you may be late. If we receive no such message, the following procedure would be followed;

1. The child should remain with their teacher until their adult arrives.
2. If their adult is late (after 3.30pm), they should return into the building with their teacher and wait near the main office while the staff try to contact them.
3. We inform parents that if children are not collected at the end of the day we follow the following procedures:
  - Messages are checked to see if there are any changes to the end of day arrangements
  - Parents/ carers are contacted at home or work
  - If this is unsuccessful other authorised adults are contacted
  - In the meantime the child will wait at the main office entrance under adult supervision

#### **\*Where NO authorised adult can be contacted.**

4. If the child has not been collected after one hour, (4.20pm) and no contact has been made or arrangements agreed we will follow our Child Protection Procedures and contact the Local Safeguarding Team at the Civic Centre in Swinton.
5. The safeguarding team will aim to locate the parent/carer or relative. If they are unable to do so the child may be placed into the care of the Local Authority.
6. The school will deliver a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child.
7. A full report of the incident will be written and placed in the child's school file.

### **Following a Late Collection**

- All late collected children will be recorded in the "late book" and this information will be passed on to the school's Learning Mentor for further investigation.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents.
- Where there is no improvement in late collection a second letter will be sent and a referral made to the Educational Welfare Officer.
- Where children are collected more than 15 minutes late from a school-run after-school club (e.g.: football) on 2 occasions they will automatically lose their place at that club.

**This policy will apply to all children within our school.**