



# Seamer and Irton CP School

## Collecting Children from School

### Policy



Policy name	Collecting Children from School
Frequency of review	Biennial
Governor lead	Bethany Taylor
Lead member of staff	Robert Webb
Reviewed on	May 2024
Reviewed by	Governing Board
Next review	May 2026

#### 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 3.20pm for Key Stage One and Foundation Stage; and 3.30pm for Key Stage Two. We understand that parents of older children may wish them to go home on their own, and we ask that parents/carers inform the school of this arrangement.
- Children in Foundation Stage and KS1 are handed over to their Parent/Carer or other agreed adult.
- Children in EYFS and Y4 leave via their classroom doors at the front of the school.
- KS1 pupils and Y3 pupils leave via the blue gates to the right of the main entrance.
- All other pupils leave via the green gates to the far right of the school.
- If the person expected to collect the child is not there, the child will return to the classroom or main office and inform the class teacher. Any child not collected within 10 minutes will be taken to the school office and should be collected from there.
- 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 (01723 863489).
- If you arrange for another adult to collect your child, you must let the school know the details of that person.

**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) The children who have not been collected by 3.40pm will be booked into SKIDS4KIDS, if they are registered with them.
- 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 office 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 and ensure the child is safe until they are collected.
- 8) In an emergency, school will contact the police.

Parents are politely asked not to crowd the exit points and to leave as soon as they have collected their child(ren) to ensure all pupils can leave safely and staff can see parents waiting to collect children clearly.

**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.**