Child Not Collected from School Policy

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 3pm for upper school and 3.10 for lower school.
- The school gates are opened at 2.55pm. Parents are asked to keep the area around the classroom doors clear to enable children to make a safe exit and are asked to make sure they are visible to their child.
- Parents/carers are asked to wait in the playground to collect their child. Parents are to stand behind the board with their child's class number on and wait until the teacher sees them and releases their child
- If the person expected to collect the child is not there, the child will remain with their class teacher.
- Any child not collected within 10 minutes will be taken to wait outside the school administration office and should be collected from there.
- Children who are late to be collected will be logged on the Inventry system, which will also include the eventual time of pick up and the reason.
- If an upper school child has not been collected by 3:10 or 3.20 for lower school, a member of staff will attempt to contact parents/carers using the given contact detail in the Red Contact Folder.
- If no contact with parents/carers has been made the member of staff will continue to attempt to make phone contact using the home and mobile numbers on file. Staff will also try to contact known relatives of the child, if any within school.
- If a child in upper school is collected later than 3.15pm or in lower school 3.25pm, parents will be charged in line with our Charging and Remissions Policy.
- In the unlikely event that the child has still not been collect by 4pm we will continue to try to contact parents or known relatives living close by. I this is not successful two members of staff (at least one from the SLT) will escort the child to their home address. If no-one is there staff will try known relatives addresses if close by.
- It is important that staff members explain what they are doing and why, and try to reassure the child as much as possible as they may be feeling worried/upset.
- If this is not successful, the staff members and child will return to school.

- The school will them contact **MASH 0300 555 2866** and follow the advice given.
- If a child attends club, these end at 4pm for upper school and 4.10 for lower.
- If an upper school child has not been collected after club by 4:10 or 4.20 for lower school, a member of staff will attempt to contact parents/carers using the given contact detail in the Red Contact Folder.
- If a child in upper school is collected later than 4.15pm or in lower school 4.25pm, parents will be charged in line with our Charging and Remissions Policy.
- In the unlikely event that the child has still not been collect by 4.30pm we will continue to try to contact parents or known relatives living close by. I this is not successful two members of staff (at least one from the SLT) will escort the child to their home address. If no-one is there staff will try known relatives addresses if close by.

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. It is essential that parents/carers provide the school with a record of their contact details i.e. names, addresses, home, work and mobile telephone numbers. Parents should also provide the school with the contact details of at least one other relatives/carers who can be called when the parent/carer cannot be contacted or in the event of an emergency. Should any of these details change, parents/carers should inform the school immediately.

If you are unexpectedly delayed and are unable to collect, or will be late collecting your child from school, please contact the school immediately by telephoning 01922 721092

If you arrange for another adult to collect your child, you must let the school know the details of that person, either with a phone call to the office or even better a written note.

Pupils in Years 5& 6 only are permitted to walk home by themselves with written permission from parents. However, if we feel this is an unsuitable/unsafe option for an individual child we will contact you to discuss the matter.

If your child has not been collected and we have been unable to make contact with you or any other family member we will contact MASH (Multi Agency Safeguarding Hub) for advice. This may include contacting the police and/or social services.

Any children who are not collected at the appropriate time will go to the main office. Staff will then call the child's parent and request that they are collected as soon as possible, with a reminder of the correct finish time. When parents arrive, children will be dismissed individually from the main office

Reviewed: November 2024

Date of next review: November 2027 or sooner should changes occur