



Royston St John Baptist CE Primary School
Policy and procedure on collecting children from school

It is essential that the school ensure all children leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school. Sometimes there may be 'one-off' arrangements. For this reason, we have set out clear procedures which all staff and parents/carers must adhere to.

General collection procedures

- Children are to be collected at the end of the school day from their child's class teacher.
- Children are not to be released from school with someone if they are showing signs of distress or anxiety until calm.
- Children are not to be released if the class teacher feels that the parent is not in a fit state to ensure their child's safety.
- Members of staff should never take a child home themselves unless written parental consent with reason is provided, eg. family friend.

Afterschool club procedures

- When a child has not been collected ten minutes after normal school dismissal time then the child is taken to the school office.
- The member of staff on duty contacts the parents by telephone.
- If parents are unavailable, the emergency contact is called.
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with Educational Welfare Officer or Social care.

Non- parents collecting children

- Parents must have provided clear verbal or written permission to the class teacher for children to be released to an adult who is not the parents or carers of the child. This permission must be given with a description of the person collecting (if not already known to the school). Where possible, this person will be introduced to the class teacher in advance of the first collection. School operates a password collection system.
- If any member of staff is unsure of the adult's identity they may ask to see identification
- If, after checking identification, there is any uncertainty about the person collecting, the member of staff should take the child to the school office and contact parents by telephone to see further guidance/advice, and inform a member of the Senior Leadership Team.
- If the parents/carers are not contactable then the member of staff should refer to the procedures for children uncollected from school.
- Children will only be released from school to young people over primary age, including older siblings, with a minimum age of 14, when the teacher is satisfied that it is safe and reasonable to do so and school is provided with written permission from the parent.



Children travelling home independently

Children in Year 6 are allowed to leave school independently provided parental consent has been given in writing. The school keeps a register of children who have permission to travel to and from school independently which is shared with the child's class teacher. Children must notify the class teacher when leaving school. This permission only applies to children leaving school at the end of the school day; any child leaving school early (e.g. for medical reasons) must be collected by a responsible adult.

Parental responsibility

The school acknowledges that those with parental responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.

Links to any other policy document

See also- Safeguarding policy

Contacts

Mr Lee Spencer Headteacher

Ms Rachel Steele Deputy head teacher/Deputy safeguarding lead

Policy monitoring and review

A copy of this guidance is available to all staff and parents and is published on the school website. Parents will be made aware of this policy when their child is admitted to school.