



CASTLETOWN PRIMARY SCHOOL



Delivery and Collection of Children Policy

Introduction

This policy will provide clear guidelines for parents/carers, authorised persons, governors and staff in relation to their responsibilities for the delivery and collection of children to school.

Aims of the policy statement

The aim of this policy is to:

- Ensure the safe delivery and collection of children being cared for or educated on our premises.
- Encourage families to deliver and collect their child/ren on time.
- Comply with all legislative requirements.

Definitions

Authorised person: A person for whom the parents/carers have given authority to the school to collect the child. This person must be aged 16 years or more when collecting KS1 pupils.

Late collection: When a parent/carer or authorised person collects their child/ren from the school after 15:15 hours, or after a designated finishing time for an after school club.

Responsibilities

The school is responsible for:

- Providing parents/carers with a copy of this policy, when their children start at the school and ensuring a copy is available for inspection at all times
- Being available to assist in the situation of the late collection of a child (refer to procedures in this policy)
- Contacting parents/carers/authorised persons, who do not follow the correct procedures stated in this policy.
- Contacting a parent/carer to gain authorisation if a person who is not listed as an authorised person arrives to collect a child.

Note: Between the hours of 8:50 am and 3:15 pm the supervision of children on the premises becomes the responsibility of the staff. This time is extended if the children attend an after school club.

Parents/guardians are responsible for:

- Collecting their child promptly at the conclusion of the day/session.
- Ensuring their child (both KS1 and KS2) is signed out and back in when they go home for lunch or leave school for an appointment.
- Ensuring the child/ren's enrolment form includes details of persons who have lawful authority to collect the child/ren (usually the parents/carers) and any other persons authorised to collect the child/ren.

Organisation

Delivery of pupils to school:

- Parents must ensure that their child arrives at school on time. **All children should be on the yard at 8.50am.**
- A member of staff will be on each entrance to greet the children.
- On very wet mornings or when the playground is unsafe due to ice/snow doors will be opened early and children will go straight into their classrooms on arrival at school.
- At 9am the doors will be closed and children will have to enter school via the main entrance.

Late delivery:

- Parents of all pupils who arrive late for whatever reason must enter school via the main office and sign their child in with a valid reason.

Persistent late delivery:

- Parents of all pupils who are persistently arriving late will be contacted by the Headteacher and asked to attend a meeting at which they will be informed about their responsibilities to ensure that their child/ren arrive punctually every day.
- The above parents will be warned that the attendance officer will be contacted if this continues.
- Records of referrals to the attendance officer will be kept by the Headteacher.

Collection from the school KS1:

- Children will line up in the classroom. The staff member will be positioned at the exit door to ensure that children do not leave the building without the person responsible collecting them. Parents/carers will need to remain outside until all children have exited.
- Parents/carers/authorised persons wishing to speak with staff involved in the dispersal of children will need to wait until all of the children have departed.
- If a staff member is concerned that releasing a child to the parents/carers, or a person authorised to collect the child, could put the child at risk, the child will not be allowed to leave in their care.
- In the above case the person collecting the child will be asked to speak to the Headteacher or another senior member of staff. He/she will need to decide whether or not the child is safe with the parent/carer. If not, social services will be contacted and, if necessary, the police. This will be fully recorded and placed in the Child Protection file.

Collection from school KS2:

- KS2 pupils are allowed to walk home alone after school only if signed permission has been received by the class teacher.
- If pupils are not allowed to walk home alone, the child is asked to wait in the classroom until the other children are dismissed, then procedures are as for KS1 and a responsible adult must collect the child from the exit door. No child will be allowed to meet parents/carers in the car park area.
- If KS2 are expecting to meet a parent/carer and that person does not arrive then children know, and are reminded regularly, to stay with their teacher who will escort them to the school office where staff will contact parents/carers for advice. **It is imperative that school have all up to date contact names and phone numbers.**

Collection from clubs etc. held after school:

- Parents must indicate on the consent form whether or not they are collecting their child (KS 2).
- Then procedures are as above for the relevant age of the pupil.
- Parents must wait in the school entrance area when they come to collect their child from any after school event held on the school premises.
- Parents collecting children from Out of School Club pick up children from the Y5/6 doors.

Late collection of a child**Staff are responsible for:**

- In the situation where the parents/guardians or authorised person is late in collecting their child/ren, and has not notified the school that they will be late, the staff member is responsible for contacting parents/guardians and, if they are not available, contacting the other persons authorised to collect the child/ren on the child/ren's contact form requesting that they collect the child/ren as soon as possible.

The parents/guardians/authorised persons/carers are responsible for:

- Informing the school office, as soon as reasonably possible, that their child will be collected late, the reason for this and an approximate time for collection.
- Ensuring that late collection is not a regular occurrence.

Consistent late collection from school:

If parents are regularly late collecting their child from school, the Headteacher will contact them to discuss the matter further. If there are no improvements, the matter will be referred as a Child Protection issue.

Missing Children

If any pupils go missing or are lost from our school, we will follow the procedures set out by Sunderland City Council in the document 'Locating missing pupils and the removal of pupils from roll.'

This policy will be reviewed by Governors on an annual basis.

Review Date: Autumn 2018