

BRIXHAM CHURCH OF ENGLAND PRIMARY SCHOOL



**Brixham C of E
Primary School**

Collection of Pupils Policy

Date:	3 rd July 2018	Agreed by:	T&L
			New cycle - FGB
Review Period:	Biennial	Next Review:	January 2020

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1. STATEMENT OF INTENT

In the event that a pupil is not collected by an authorised adult at the end of a session, the school puts into practice agreed procedures. These ensure the pupil is cared for safely by an experienced and qualified person who is known to the pupil.

2. AIM

In the event that a pupil is not collected by an authorised adult, we will ensure that the pupil receives a high standard of care in order to cause as little distress as possible.

2.1 Methods

Parents / carers of pupils starting at Brixham Church of England Primary School are asked to provide specific information which is recorded on our Registration Form, including:

- Home address and telephone number -if the parents / carers do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative;
- Place of work, address and telephone number (if applicable);
- Mobile telephone number (if applicable);
- Names, addresses, telephone numbers of adults who are authorised by the parents / carers to collect their pupil from the setting, for example a childminder or grandparent;
- Information about any person who must not have access or if the pupil is subject to a contact order.
- Who has parental responsibility for the pupil.
- On occasions when parents / carers or the persons normally authorised to collect the pupil are not able to do so, we record the name, address and telephone number of the person who will be collecting their pupil on our Collection Form. We agree with parents / carers how to verify the identity of the person who is to collect their pupil.
- Parents / carers are informed that if they are not able to collect the pupil as planned, they must inform us so that we can begin to take back-up procedures. We provide parents / carers with our contact telephone number. We also inform parents / carers that -in the event that their children are not collected from the setting by an authorised adult the Following procedure will come into force:
- The school permits pupils from Year 4 to walk home if a permission slip has been signed by the parents / carers. A parent may agree to an older sibling over 13yrs old to collect on their behalf.

3. STAGE 1 -LATE COLLECTION:

If a pupil is not collected at the end of the session after 10 minutes:

- The school office will check for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work in the order specified on the registration form.
- If this is unsuccessful, the adults who are authorised by the parents / carers to collect their pupil from the setting, and whose telephone numbers are recorded on the Registration Form, are contacted.
- All reasonable attempts are made to contact the parents / carers or nominated carers.
- The pupil does not leave the premises with anyone other than those named on the Registration Form or authorisation record unless the parent/ carer has advise the school otherwise.

4. STAGE 2 – NON-COLLECTION

If no-one collects the pupil after 30 minutes and there is no-one who can be contacted to collect the pupil, we apply the procedures for uncollected pupils.

- We contact our local authority Children's services department;
- The pupil stays at the setting in the care of suitable persons until the pupil is safely collected either by the parents / carers or by a social worker;
- Children's services will aim to find the parent or relative. If they are unable to do so, the pupil will be admitted into the care of the local authority.
- Under no circumstances are staff to go to look for the parent, nor do they take the pupil home with them.
- A full written report of the incident is recorded in the pupil's file.(Green or white form)
- Depending on circumstances, we reserve the right to charge parents / carers for the additional hours worked by our staff to cover expenses.
- In the case of our afterschool care Children's Services may be informed and we will also notify our insurance company.

5. UNFIT COLLECTION

We reserve the right to refuse to release a pupil to persons we believe are unfit e.g. clearly under the influence of alcohol or other substances.

6. MONITORING

This policy will be reviewed by the FGB on a Biennial basis.