

## **Wheatcroft CP School**

### **Policy for Collecting Children from School**

*This sample policy is written by NYCC Education Safeguarding Managers with acknowledgment that it is based on a policy written by Meadowside Primary School, Knaresborough.*

Parents will be informed of the policy by email/letter and the policy can be found on the school website under School Policies ([www.wheatcroftprimary.com](http://www.wheatcroftprimary.com))

#### **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 parent/carers 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**

- Wheatcroft School expects children to be collected on time at the end of the school day, which is 3.05pm for Early Years Foundation Stage, 3.10pm for Key Stage 1 and 3.15pm for Key Stage 2.
- The school gate to the Key Stage 1 playground will be opened at 2.55pm for EYFS parent/carers to enter first and then wait near the gate to the outdoor EYFS area. EYFS (Bluebells class) will be dismissed by staff to them at 3.05pm.
- Year 1 and Year 2 parents/carers then enter through the KS1 gate and are reminded to keep spaced out on the playground to enable children to make a safe exit. Key Stage 1 classes (Year 1 and Year 2) are handed over to their parent/carer by staff at 3.10pm. Year 1 and 2 parents/carers wait on the KS1 playground. Parents may also enter through the Filey Road gate (unlocked at 3.05pm) and come down the path, around the back of the Zone portacabin and through onto the KS1 playground.
- Parents of children in Key Stage 2 should enter through either the Filey Road Gate or Holbeck Hill gate (both opened at 3.05pm) and make their way to the KS2 playground to wait for children to be dismissed at 3.15pm. Staff will dismiss children from their classroom doors.
- Children in Year 5 and 6 who have been given permission may leave site unaccompanied via the Holbeck Hill or Filey Road gates after being checked on the list by staff.
- If the person expected to collect any child is not there, the child will be brought into the school office for administration staff to make enquiries. The child should be collected from there.
- Arrangements for collection at after school clubs will be given out via the clubs letter and recorded on the club register.

**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 on time.**

- 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 (*tel. no 375704*).
- If you arrange for another adult to collect your child, you **must** let the school know the details of that person as soon as possible.
- In an **emergency** situation where you are unable to arrange for another adult to collect your child, then the school will make arrangements to keep your child safe.
- If you or an identified adult have/has not arrived by 3.30pm to collect your child, the school will contact the Customer Service Centre (Children's Social Care).

**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 in the school entrance.
2. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
3. 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.
4. 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.
5. Where appropriate, a member of staff will ask the child if they have any additional contact information.
6. School will continue to try and contact the parent/carer and the emergency contact/s.
7. If contact cannot be made with the parent/carer or the emergency contact/s by 3.30pm school will contact the Customer Service Centre (Children's Social Care).
8. In an emergency, school will contact the police.

**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.**

**If another child tries to come home with your child and this has not been pre arranged, please contact school immediately.**