



North

Yorkshire County Council

Children and Young People's Service

Wheatcroft CP School **Policy for Collecting Children from School 2022**

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

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 3.00pm for Early Years Foundation Stage, 3.05pm for Key Stage 1 and 3.10pm for Key Stage 2.
- The school gate to the Key Stage 1 playground will be opened at 2.50pm 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 3.00pm.
- 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 3.05pm. Year 1 parents/carers wait near the shed on the KS1 playground. Year 2 parents/carers wait near the Year 2 classroom by the ramp.
- Children in Key Stage 2 are escorted by staff to both the front entrance of the school and Filey Road gates. Staff dismiss pupils to parents at 3.10pm. Parents/carers are expected to wait outside the gates for their child.
- KS2 pupils will be dismissed from the rear classroom doors to parents who should wait on the field side of the KS2 playground. Those children who have been given permission may leave site unaccompanied via the front gate and Filey Road gate 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 and should be collected from there.
- Arrangements for collection at after school clubs will be given out via the clubs letter.



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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.
- 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.



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

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)