North Yorkshire County Council
Children and Young People's Service

Thirsk C P School
Policy for collecting children from school 2020/21

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.

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 parents 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

- The school expects children to be collected at the end of their school day, which are;
  12 – Nursery morning session
  3pm – Nursery afternoon session
  3.15.pm.for Reception and Key Stage One
  3.20 pm. for Key Stage Two.

- Nursery pupils are collected from the nursery gate at the designated times.

- The school gates are opened at 3.05 p.m. Parents are reminded to keep the area around the classroom doors clear to enable children to make a safe exit.

- Children in Reception and Key Stage One are let out of class at 3.15 p.m. and handed over to their parent/carer. Parents/carers are expected to wait by the door through which their child exits to collect their child.

- Children in Key Stage Two are let out of class at 3.20.p.m.. Parents/carers who collect their child are expected to wait for their child near the door through which their child exits.

- KS2 Children may walk home on their own as long as the class teacher has been made aware. The school expects all infant pupils (Nursery to Year 2) to be collected by an adult or person of 16 years of age or over. Pupils in Key Stage 2 (Years 3 – 6) may walk home on their own. Parents are asked to inform class teachers about arrangements at the start of the year.

- If the person expected to collect the child is not there, the child will return to the teacher at the exit and inform the class teacher. Any child not collected within 10

minutes will be taken to the office where they will continue to be supervised by their teacher and should be collected from there.

- Please refer to **Guidance for Parents** within this policy for the procedure beyond this point.

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.

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 (*01845 524349.)*
- If you arrange for another adult to collect your child, you must let the school know the details of that person.
- In exceptional circumstances, If you are unable to arrange for another adult to collect your child then the school will look after your child until they can be collected.
- If you or an identified adult have/ has not arrived 45 minutes after your child's end of school time, 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.
2. Children who have not been collected by will be supervised by their teacher wherever they are working.
3. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
4. 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.
5. 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.

6. Where appropriate, a member of staff will ask the child if they have any additional contact information.

7. School will continue to try and contact the parent/carer and the emergency contact/s.

8. If contact cannot be made with the parent/carer or the emergency contact/s by 4.30p.m. or an hour after the end of a club school will contact the Customer Service Centre (Children's Social Care).
9. In an emergency, school will contact the police.

We will not allow your child to be taken home by another adult unless we have been informed by the parent/carer.

This policy will be kept in the school office

Parents will be informed of the policy via the school website

This policy will be reviewed *annually* by the Governing Body of Thirsk Community Primary School.

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Dear Parent/ Carers

End of Day Collection Procedures KS2

Our Policy for the collection of pupils states that pupils in KS2 years 3-6 will only be allowed to walk home (or to another designated place) with written permission from parents and carers. To do this please complete the form below.

You should as parents feel your child is mature enough to cope with this responsibility and be confident that your child has sufficient road safety awareness to do this.

Our full policy is available on the school website.

Kind regards

Mr R Chandler

Headteacher

Permission to walk home at the end of the school day

Please return to your child's class teacher

I give permission for my child to walk home (or to another specified destination) on their own after the end of the school day.

I have explained to my child the safety aspect of walking home on their own.

I understand that it is the responsibility of parents, and not the school, once my child has left the school premises.

Child's Name (please print clearly)_____

Class: _____

Parents Name (please print clearly)_____

Signed…… Date:……..

Specified location if other than home:

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Letter of authorisation for the delivery and collecting of Pupils on the school site

I…….hereby authorise the following person/s* (delete as appropriate) to deliver and collect the child named below from the school site.

Child's Name:	
Class Teacher:	
Year Group:	
Contact Number:	
Resident With:	Mother/Father/Grandparent/Other…….
Authorised persons including contact number:	1. 2. 3. 4. 5.
Signed	
Parents/carers name	
Date	

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Please note you must notify the school of any changes immediately in writing