

Safe collection of children policy

Statement of Intent

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils.

In the event that a child is not collected by an authorised person at the end of the school day the school puts into practice agreed procedures.

Aim

The end of the day is a busy time and our aim is to ensure children are dismissed carefully under supervision, collected on time and arrive home safely. The aim of this policy is to ensure the safety of the children by making sure the responsibilities and expectations of all parties are clear when it comes to children leaving the school premises.

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

The Authorised Adult

The authorised adult should be a responsible person aged 16yrs or over. The person may be;

- Parent/carer
- Family member
- Child Minder
- Someone over the age of 16yrs who has the parent/carers written permission to collect the child from school

Methods

Parents/carers of children starting our school are asked to provide specific information which is kept in our data files in the school office including;

- Home address and telephone numbers of parent/carers
- Place of work and telephone number
- Mobile telephone numbers
- Names and telephones of adults who are authorised by the parents/carers to collect children ie childminder, relatives
- Information about any person who has been denied legal access to the child

Safe collection

Lower School finishes at 3.30pm. The children will be taken to the conservatory and handed over to their authorised adult. Upper School finishes at 3.40pm. The children will be taken to the conservatory and handed over to their authorised adult. The authorised adult is requested to ensure the children follow the school rules whilst still on The Mount School premises.

Occasions when an authorised adult cannot make collection

- The authorised adult will phone the school and inform them of changes to collection
- The authorised adult will provide details, name, address and telephone number, plus a brief description of the adult who will be collecting the child.
- We will agree on a verification password for the person collecting their child
- The member of staff will ask for the password before handing over the child

When children are not collected

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon as possible to notify us that you may be late. If we receive no such message, the following procedure would be followed;

- The child will be taken to activity club (Lower School) / Homework club (Upper School)
- If a child is not collected from an after school club at 4.30pm they will be taken to after school care
- The child's file will be checked for any information about changes to normal routine
- The parents/ carers will be contacted
- If this is unsuccessful, other authorised adults will be contacted
- All reasonable attempts will be made to contact authorised adults

When NO authorised adult can be contacted

- If the child has not been collected by the end of after school care (6pm), the after school staff will phone The Headteacher or Deputy Head (DSL)
- The Headteacher /Deputy Head (DSL) will contact the police/Kirklees referral and response service/ Kirklees Emergency Duty Service (out of hours)
- If the after school staff are unable to contact the Headteacher or Deputy Head (DSL) they will contact the police/Kirklees referral and response service/Kirklees Emergency Duty Service (out of hours)
- A full written report of the incident will be recorded in the child's file

If an authorised adult arrives not capable of caring for their child's safety;

If an authorised adult appears to be drunk or under the influence of drugs (prescription or illegal) and it is apparent that s/he is not fit to drive or is incapacitated to take care of the child, the child must not be released to their care and the following procedures must be followed;

- Phone other authorised adults on the emergency contact form and make arrangements for the child to be collected by them
- In the case of not being able to contact any other authorised adult, Kirklees referral and response team/ The police will be contacted
- It is the duty and responsibility of staff to prevent the child from being harmed, where there is risk to their immediate safety or serious likelihood of harm