



Procedures for the arrival and collection of children from school.

Salterlee School is committed to safeguarding the wellbeing of all its pupils. The following procedures have been developed in consultation with Calderdale Council Health and Safety Advisors and are designed to help parents/carers, members of staff and pupils work together to keep all our children safe at the start and end of the school day.

Periodically the school will request updates from parents regarding all issues of safety, be they contact details, collection details or medical information. These requests appear in school newsletters or separate information letters to parents.

Procedures for Class 1, Class 2 and Class 3.

Who is authorised to collect a child?

Children in Class 1, Class 2 and Class 3 are not allowed off the premises with anyone other than authorised collectors. In line with NSPCC and ROSPA guidance, authorised collectors must be over the age of 16. This would also cover children being collected from OOSC and would include children in class 4.

Parents/carers must provide the school office with the names of the authorised collectors of their child. School will issue all new parents with a form on which to nominate their authorised collectors before their child starts school.

If there are any changes to these arrangements parents/carers need to inform the school office immediately. In cases where a new "collector" is unknown to the school, the school will ask for a photograph or introduction to the new "collector" to ensure a member of staff knows by sight the person collecting the child.

Child protection and custody cases.

If there is a request for a specific person not to be allowed to collect a child (e.g. in child protection or custody cases) written instructions must be provided to the school office by the parents/carers so the school is fully informed. The school will request a photograph of this person.

What happens in an emergency?

If in an emergency, a parent phones and asks for an unauthorised collector to collect the child that day, the school will ask the parent a security question to confirm their identity, before asking them to provide a password to their collector which a member of staff will request upon arrival. If the collector is unknown to the school, the collector will be required to pick the child up from the school office.

It is the parents/carers responsibility to ensure the safe collection of their children by supplying the school with the correct and up to date information. If there is any doubt about the collection of a child at the end of the school day the member of staff in charge of the children is to investigate immediately including phoning emergency contacts.

Who should be an emergency contact?

Parents should make sure that emergency contacts are people who generally could, if required collect their child from school and in the event of an emergency look after them over night.

What happens if nobody collects a child?

If no-one arrives to collect a child and the parent/carer cannot be contacted within 10 minutes of the end of the school day, the child will be placed into after school club. The school will then make every effort to contact the parents/carers before trying contacts on the emergency list.

In the unlikely situation that after a reasonable amount of time (towards the end of after school club) the school has still been unable to contact anyone on the authorised contacts list, school will contact the Police who may liaise with Social Services to track down parents/carers and ensure that the child is looked after.

At no point during any of this process should the child be left alone.

Class 1 - The start/end of the school day is as follows:

8.30 am - Doors are open.

8.45 am - Children need to be in class for registration.

3.10 pm - End of school day. Authorised collectors must collect each child from the classroom door.

Class 2 - The start/end of the school day is as follows:

8.35 am - Doors are open.

8.45 am - Children need to be in class for registration.

3.10 pm – End of school day. Authorised collectors must collect each child from the classroom door.

Class 3 - The start/end of the school day is as follows:

8.30 am - School gate (next to Class 2) is opened. Children may then make their way up the stairs and onto the playground where a teacher will be ready to receive children.

8.45 am - School bell will ring at which point the children line up outside their entrance door ready for registration.

3.15 pm - School day officially ends. Authorised collectors must collect each child from the classroom door.

Procedures for Class 4.

Can children make their own way home?

In some cases parents/carers have made the choice for their children to walk home by themselves at this stage of their school life. This is of course the parents/carers choice, but the school must be informed of this choice so records are up to date.

The children are seen off the premises at the end of the school day (3.15pm) by the member of staff responsible for them.

What happens if the person they expected to collect them is not there?

The children are released with the knowledge that if they were expecting to be collected and no known adult is waiting to collect them; they are to return into school, either to the class teacher or the main school office, where there will be members of staff available to support them.

At this point the school will make every attempt to contact the parents/carers of the children in order to arrange safe collection for example phoning emergency contacts. During that time the children will be under the supervision of school staff and therefore safe. If we are unable to make contact with the parent/carer within 10 minutes of the end of the school day, the child will be placed into after school club.

In the unlikely situation that after a reasonable amount of time (towards the end of after school club) the school has still been unable to contact anyone on the authorised contacts list, school will contact the Police who may liaise with Social Services to track down parents/carers and ensure that the child is looked after.

What happens in an emergency?

If in an emergency, a parent phones and asks for an unauthorised collector to collect the child that day, the school will ask the parent a security question to confirm their identity, before asking them to provide a password to their collector which the school will request upon arrival. If the collector is unknown to the school, the collector will be required to pick the child up from the school office.

It is the parents/carers responsibility to ensure the safe collection of their children by supplying the school with the correct and up to date information. If there is any doubt about the collection of a child at the end of the school day the member of staff in charge of the children is to investigate immediately including phoning emergency contacts.

Child protection and custody cases.

If there is a request for a specific person not to be allowed to collect a child (e.g. in child protection or custody cases) written instructions must be provided to the school by the parents/carers or legal guardians so the school is fully informed. The school will request a photograph of this person.

What happens when there are after school events?

In the case of school sporting events, educational visits or other special events it is parents/carers responsibility to inform the school who will be picking up their child if it is someone other than the authorised collector.

Class 4 - The start/end of the school day is as follows:

8.30 am - School gate (next to Class 2) is opened. Children may then make their way up the stairs and onto the playground where a teacher will be ready to receive children.

8.45 am - School bell will ring at which point the children line up outside their entrance door ready for registration.

3.15 pm - School day officially ends.