



# Delivery and Collection of Children Policy 1.0

*'This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment'.*

## INTRODUCTION

This policy will provide clear guidelines for parents/carers, authorised persons, governors and staff in relation to their responsibilities for the delivery and collection of children to school.

## AIMS OF THE POLICY STATEMENT

The aim of this policy is to:

- Ensure the safe delivery and collection of children being cared for or educated on our premises.
- Encourage families to deliver and collect their child/ren on time.
- Comply with all legislative requirements.

## DEFINITIONS

Authorised person: A person for whom the parents/carers have given authority to the school to collect the child. This person must be aged 14 years or more.

Late collection: When a parent/carer or authorised person collects their child/ren from the school after 15:15 hours, or after a designated finishing time for an after school club

## RESPONSIBILITIES

The school is responsible for

- Ensuring a copy of this policy is available for inspection at all times
- Being available to assist in the situation of the late collection of a child (refer to procedures in this policy)
- Contacting parents/carers/authorised persons, who do not follow the correct procedures stated in this policy.
  - Contacting a parent/carer to gain authorisation if a person who is not listed as an authorised person arrives to collect a child.

Note: Between the hours of 8:50 am and 3:15 pm the supervision of children on the premises becomes the responsibility of the staff. This time is extended if the children attend an after school club.

Parents/guardians are responsible for:

- Collecting their child promptly at the conclusion of the day/session.
- Ensuring their child (both KS1 and KS2) is signed out and back in when they go home for lunch or leave school for an appointment.
- Ensuring the child/ren's enrolment form includes details of persons who have lawful authority to collect the child/ren (usually the parents/carers) and any other persons authorised to collect the child/ren.

## ORGANISATION

Delivery of pupils to school

- Parents must ensure that their child arrives at school on time (8.50 am) ready for the first school bell.
- The pedestrian gate will be opened at 8.45 am and a staff member will stay on duty from 8:50 to ensure that no child who has entered school leaves the premises.
- The school bell will ring again at 9:10 at which point the doors will be closed. Any children arriving at school after this time will need to report to the school office.
- On very wet mornings or when the playground is unsafe due to ice/snow, children will go straight into their classrooms on arrival at school between 8.50am to 9.10am. There will still be a member of staff on duty at the main gate.
- Parents of the above pupils are able to remain on the playground until their child has entered the building if they wish to. If the behaviour of any

parent is a cause for concern, this will be dealt with by a senior member of staff who may ask the parent to leave the premises, may exclude them from further entry or may call the police if necessary.

- At 9:15am the gates onto the playground will be locked.

#### Late delivery

- Parents of all pupils who arrive late for whatever reason must enter school via the main office and sign their child in with a valid reason.

#### Persistent late delivery

- Parents of all pupils who are persistently arriving late will be contacted by the attendance manager and asked to attend a meeting at which they will be informed about their responsibilities.
- The above parents will be warned that the Big Community/ Social Services will be contacted if this continues.
- Records of referrals to the Big Community/ Social Services will be kept by the attendance manager.

#### Collection from the school KS1

- The staff member will be positioned at the exit door to ensure that children do not leave the building without the person responsible collecting them. Parents/carers will need to remain outside until all children have exited.
- Parents/carers/authorised persons wishing to speak with staff involved in the dispersal of children will need to wait until all of the children have departed. For example, a person collecting a child informs the teacher that they cannot locate their child's jumper. The teacher would inform the person that they will be able to assist in finding the jumper once all children have departed.
- If a staff member is concerned that releasing a child to the parents/carers, or a person authorised to collect the child, could put the child at risk, the child will not be allowed to leave in their care.
- In the above case the person collecting the child will be asked to speak to the Headteacher or another senior member of staff. He/she will need to decide whether or not the child is safe with the parent/carer. If not, social services will be contacted and, if necessary, the police. This will be fully recorded and placed in the Child Protection file.

#### Collection from school KS2

- KS2 pupils are allowed to walk home alone after school unless their parents say otherwise by letter to the Headteacher.
- If pupils are not allowed to walk home alone, the child is asked to wait the class teacher until the other children are dismissed, then procedures are as for KS1 for matching up parent/carer and child.
- If KS2 are expecting to meet a parent/carer and that person does not arrive then children are reminded regularly not to leave the school premises if the person collecting them is not there. They should then go to the school office where staff will contact parents/carers for advice.

#### Collection from clubs etc held after school

- Parents must indicate on the consent form whether or not they are collecting their child (KS 2).
- Then procedures are as above for the relevant age of the pupil.
- Parents who are regularly late will, following a polite reminder, be informed that their child is unable to attend the club.
- Parents must wait in the school entrance area when they come to collect their child from any after school event held on the school premises.

#### LATE COLLECTION OF A CHILD

Staff are responsible for:

- In the situation where the parents/guardians or authorised person is late in collecting their child/ren and has not notified the school that they will be late, the staff member is responsible for contacting parents/guardians and, if they are not available, contacting the other persons authorised to collect the child/ren on the child/ren's enrolment form requesting that they collect the child/ren as soon as possible.

The parents/guardians/authorised persons/carers are responsible for:

- Informing, as soon as reasonably possible, that their child will be collected late, the reason for this and an approximate time for collection.
- Ensuring that late collection is not a regular occurrence.

Consistent late collection from school.

If parents are regularly late collecting their child from school, the Headteacher will contact them to discuss the matter further. If the child has not been collected from school by 4:30pm, the school has the right to contact Social Services.

