



Roecliffe CE Primary School

Collection of children at the end of the day procedures

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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.

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.

On starting Roecliffe CE Primary School a consent form is distributed to the parents/carers of all children. We ask that this is returned giving information on who will normally be collecting their child at the end of the school day.

If for any reason, a child is being collected by somebody else on a particular day or if there are any changes, parents/ carers must contact the school office to advise us of this change by email or a phone call.

Reception, Year 1 & Year 2 Children

Children from Reception Class, Year 1 & Year 2 are to be collected from Class 1's main entrance. Teachers or Teaching Assistants hand the children to their respective collecting adult. Any child not collected immediately at the end of the school day will be brought back into the main area of school. The school's Uncollected Child Procedure will be followed. Parents/Carers are asked to inform the school as soon as possible if they anticipate being delayed.

Year 3, Year 4, Year 5 & Year 6 Children

At the end of the school day the children in Class 3 will be seen out by a member of staff via main entrance. Children will not be allowed to leave until the adult supervising the children out can see their collecting adult. This allows staff to ensure that children have been met by an adult as expected.

Children in Class 4 will be seen out through the fire escape in their classroom. Again, children will not be allowed to leave the classroom until the supervising adult can see their collecting adult. This allows staff to ensure that children have been met by an adult as expected. Any child not collected immediately at the end of the school day will be brought back into school and the school's Uncollected Child Procedure followed.

Children in Year 6 may, with written permission from their parents, walk home. This is subject to agreement by the headteacher and no child will be allowed to walk home to an empty house.

Children attending afterschool clubs

Children attending afterschool clubs will be sent to the relevant area of school for their club at the end of the school day.

If a child will not be attending a club for any reason parents must contact the school office in advance to let the school know. A register is taken at all clubs and is cross referenced against any messages from parents to explain any absences. If any children who should be attending the club is not present and no message has been received from home will result in an immediate phone call to the parents.

Children will leave afterschool clubs via the main entrance and as with the normal end of the day procedures they will not be allowed to leave until the supervising adult can see the collecting adult.

In the event that a child is not collected at the end of the school day or from an afterschool club and no contact cannot be made with the parent/carer or the emergency contact by 5.00pm, school will have no alternative but to contact the Children's Duty Team (Social Care) on 0845 0349417 ext 171. In the event that no-one is available at Social Care, North Yorkshire police will be contacted