

Barton Seagrave Primary School

Safe Collection of Pupils Policy

Mission Statement

At Barton Seagrave Primary School we aim to provide a welcoming and inclusive environment where everyone feels happy, safe and secure. We promote an atmosphere of truth and honesty in which everyone feels valued and shows respect for each other and their surroundings. As a team, we are committed to high expectations and continuous improvement. We adopt a child centred approach to high quality teaching and learning, inspiring everyone to achieve their full potential.

Introduction

Under Section 175 of the Education Act 2002, Local Authorities and Schools have a duty to safeguard and promote the welfare of children. This duty should include making arrangements for dealing with children not collected at the end of a school day, or at the end of a school activity which is authorised by the school.

Barton Seagrave Primary recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

On admission of their child to the school/after school club, parents should supply:

- names and full addresses of parents/carers (and confirmation of parental responsibility)
- home and work telephone numbers
- mobile phone numbers where appropriate
- The emergency contact details of two people who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

This information should be updated annually or whenever circumstances change. It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately it becomes apparent that the person collecting the child may be late. Barton Seagrave Primary School agrees to care for a pupil who has not been collected from school, until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with Social Care, and/or the Police, in order to maintain the child's safety.

Children who haven't been collected within fifteen minutes (KS1) or ten minutes (KS2) at the end of the day or at the end of an afterschool activity will be taken to the school office if it is appropriate to do so. If the office are not in a position to be able to supervise a child, then a member of the senior management team will need to be informed.

The School's Designated Person for Child Protection/Safeguarding will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection/Safeguarding Policy and Procedures.

Aim

The end of the school day is a busy time, and our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely. The aim of this policy is to ensure the safety of children by making sure that 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 must be a responsible person aged 16 years or over.

The person may be a;

- Parent/Carer
- Family member
- Childminder
- Neighbour
- Someone over the age of 16 who has the parent/carer's written permission to collect the child from school. Verbal consent can be accepted in emergency situations. (Please note that over 18's are only allowed to collect Reception age children).

If there are any changes to any of the above we ask that the school office is notified immediately. When there is a change to the end of the day arrangements we ask that parents inform either the school office or the class teacher as soon as possible.

Procedure if a child is collected late by less than 45 minutes.

At the end of the school day, teachers will take any uncollected children to the office area after 15 minutes (KS1) and 10 min (KS2) to wait for collection. On many days, teachers have professional development or professional meetings and cannot look after children who are not collected on time.

Because of the additional administrative and supervision costs, the Governors impose a late collection charge for children who are not collected from school by 3:30pm.

On the first occasion of late collection at or after 3:30pm, the school will send a formal warning letter that charges will be levied in relation to any subsequent occasion of late collection.

On the second occasion when a child is not collected by 3.30pm (and after a warning letter after the first occasion), there is a charge of £5 per child for each elapsed 15 minutes period. For example, if a child is collected at 4.05pm, this is 35 minutes late and will cost £10.00 (two elapsed 15 minute periods).

The office clock will be used to determine the times.

The charging procedures contained within this policy will not be followed where School trips, visits or journeys have caused the late arrival of children back to School.

We ask parents to call the School Office if they are running very late to help appropriate provision to be made and children can be kept informed (please note that calling will not exempt a parent from any late charges).

Late Collection and Safeguarding

If a child is not collected by a parent/carer after the school day or approved activity, the Headteacher/Deputy Headteacher or Designated Person will be notified. Every effort will then be made by the office staff to contact the parent/carer, or failing that, the emergency contact. If this is at the end of the school day then the child will remain with their class teacher before being taken to the office. Should the office staff not be in a position to supervise the pupil then a senior manager will be informed of the situation.

In accordance with North Northamptonshire Council policy, if the child is not collected, the school will make enquiries to find the parents using the emergency contact numbers provided by the parents. If, after one hour, it has not been possible to contact parents/carers then the Headteacher will also contact the MASH team (social care services) to inform them of a possible child concern.

Relationship breakdown between parents/carers

The school has a clearly defined procedure, which is followed when there is a breakdown of the relationship, and disagreement over collection and access arrangements, between a child's parents or guardians.

Unless there is a court order, of which the School must have seen a copy, or there are any identified child protection issues preventing one parent having contact with a child, the School is unable to deny a parent's right of access.