



Bevendean Primary School

Collecting Children from School Policy

This policy was adopted in **January 2020**

This Policy is due for review in **January 2022**

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- i) Consent to walk home independently

Statement of intent

Bevendean Primary School believes it is essential to ensure all pupils are safe when they leave school at the end of the day. We appreciate that, for many families, arrangements need to be flexible and it may be that several people care for the child after school. For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils.

The aim of this policy is to:

- Keep pupils safe.
- Ensure all staff members are aware of the correct procedures for the end of the school day.
- Make parents aware of the expectations regarding collecting children.
- Highlight the importance of parent-school communication.

1. Legal framework

- 1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:
- Section 175 of the Education Act 2002
 - DfE (2018) 'Keeping children safe in education'
 - DfE (2017) 'Statutory framework for the early years foundation stage'
 - DfE (2018) 'Understanding and dealing with issues relating to parental responsibility'
- 1.2. This policy may be used in conjunction with the following school policies:
- Health and Safety Policy
 - Child Protection and Safeguarding Policy
 - Travelling To and From School Alone Policy.

2. General collection procedure

- 2.1. Parents will promptly collect pupils at the end of the school day, which is:
- 3:10pm for Key Stage 1 pupils.
 - 3:15pm for Key Stage 2 pupils.
- 2.2. Parents will wait in the school playground for their child to arrive.
- 2.3. Class teachers will escort pupils into the playground at the end of the school day.
- 2.4. Staff members wait with pupils in the playground until they have been collected at the end of the school.
- 2.5. Under no circumstances will staff members take pupils home themselves.
- 2.6. Parents are aware of what is expected of their behaviour when they are collecting pupils, e.g. that the school is a smoke-free zone; refrain from inappropriate language and behaviour.
- 2.7. Pupils will be allowed to walk home on their own as long as the class teacher has been informed of this arrangement by the pupil's parents / carers, prior to this commencing, in line with the school's Travelling To and From School Alone Policy.
- 2.8. Staff members will not release a pupil if it is felt that the parents are not in a fit state to ensure the pupil's safety or if the pupil shows signs of distress or anxiety.
- 2.9. Pupils will only be permitted to leave the premises with adults who are registered with the school as a person with collection responsibility.
- 2.10. Breakdown of Collection Procedures by Key Stage:

- EYFS: Nursery and Reception

Children will be released from their classroom doors once the child's 'known' adult has been identified by the class teacher. Key Stage 1 children will only be released to a sibling over **16 years of age** known to the school and permission has been granted by the child's parent / carer.

- **Key Stage One: Year 1 & 2**

Children will be released from the Key Stage One doors (foyer door / shared area door / year 1 classroom door) in to the main playground once the child's 'known' adult has been identified by the class teacher. Key Stage 1 children will only be released to a sibling over **16 years of age** known to the school and permission has been granted by the child's parent / carer.

- **Key Stage Two – Year 3 & 4:**

i) Children are led out of their classrooms by their teacher and wait with their teacher in the upper school playground at the end of the school day. Once the child's 'known' adult has been identified by the class teacher, they can be released for the day. Key Stage 2 children in Year 3 & 4, will only be released to a sibling over **16 years of age** known to the school and permission has been granted by the child's parent / carer.

- **Key Stage Two – Year 5 & 6:**

i) Children are escorted up the zig-zag path by their teacher and wait in the upper school playground at the end of the school day. Once the child's 'known' adult has been identified, they can be released for the day. Key Stage 2 children will only be released to a sibling over **16 years of age**.

ii) Children travelling / walking home independently Children in Years 5 and 6 are allowed to leave school independently provided parental consent has been given in writing. The school keeps a register of children who have permission to travel / walk to and from school independently which is shared with the child's class teacher. Children must notify the class teacher when leaving school at the end of the school day. This permission only applies to children leaving school at the end of the school day: any child leaving school early (e.g., for medical reasons) must be collected by a responsible adult. Please see 'Travelling To and From School Policy'.

3. After-school club collection procedure

- 3.1. All after-school clubs finish at 4:15pm.
- 3.2. Parents will use the normal collection procedure, as outlined in section 2, when picking up children from after-school clubs.
- 3.3. Where after-school club provision is provided by an external organisation, it is the responsibility of that organisation to implement an appropriate process for the collection of pupils, ensuring that they effectively identify and respond to safeguarding concerns.
- 3.4. Pupils who attend any of the school's after-school clubs, which parents are charged for, will be collected from the school office at the time pre-arranged with the parents.
- 3.5. Pupils who have not been collected following an after-school club, will need to be supervised by the after-school club supervisor, or if available, a member of the school's Senior Leadership Team / D.S.L, whilst communication with an appropriate collector is made.
- 3.6. If parents are late to collect their children, which results in the pupils attending the school care club, parents will be charged in accordance with the school's after-school club provider (School's Out).

4. Late collection procedure

- 4.1. Parents will notify the school at the first possible opportunity if they believe they will be late to collect their child.
- 4.2. The school allows for a 10 minute window for late arrival.
 - Key Stage 1: 3.20pm
 - Key Stage 2: 3.25pm
- 4.3. If a pupil has not been collected 10 minutes after the specified collection time, a staff member will escort them to the school office where a member of office staff will attempt to contact the child’s parent / carer.
- 4.4. If the pupil’s parents cannot be reached via the contact number provided, emergency contacts will be phoned. Please see table below.

When	Action	By Whom
10 minutes	Phone call home. If no answer, other contacts will be called	External Club Provider OR Extended School Coordinator
15 minutes	Further attempt to phone home. If no answer, other contacts will be called Log in CPOMS	External Club Provider OR Extended School Coordinator
45 minutes	Further phone calls to home and other contacts; home visit is staff availability (depending on distance)	External Club Provider OR Extended School Coordinator; School DSL / Headteacher (if available)
1 hour	Front Door for Families will be contacted and provision will be made for the child to be looked after until contact can be made with the parents / carers Front Door for Families: 01273 290400 Out of hours: 01273 335905 / 06	External Club Provider OR Extended School Coordinator; School DSL / Headteacher (if available) Social Services will usually involve the Police in searching for parents / carers

- 4.5. The school will continue to try and contact the parents.
- 4.6. The pupil may need to join the after-school club, School’s Out, and the parents are liable to pay the cost for this service.
- 4.7. All staff members, including those in charge of after-school activities, are aware of the school's internal procedure for late collection and will ensure that the situation is resolved whilst causing as little distress as possible to the pupil.
- 4.8. Pupils will be supervised at all times, ensuring appropriate staffing ratios are met – including those outlined in the ‘Statutory framework for the early years foundation stage’ where necessary.

- 4.9. Where appropriate, a staff member will sensitively ask the pupil whether they are aware of any reason that could account for their parents being late.

5. Recurrence of late collection

- 5.1. The length and frequency of late collections are monitored by the school. The office will record / log late collections in CPOMS as appropriate. This will include all telephone communication with parents / carers.
- 5.2. Concerns regarding a pupil's safety and welfare associated with late collection will be dealt with in accordance with the school's Child Protection and Safeguarding Policy. All concerns will be logged appropriately on CPOMS.
- 5.3. The school will keep a record of incidents where parents are late with no reasonable explanation.
- 5.4. In the event of recurrence of late collection, where no reasonable explanation has been given, a letter will be sent home to the parents reminding them of their responsibility to collect their children from school on time.
- 5.5. Parents will be made aware of the arrangements that may be put in place if they continue to collect their child late, including the school's right to enforce a penalty charge.
- 5.6. The school will charge £5 per 15 minutes, after the first instance, for parents who are late to collect their child / children.

6. Collecting a child on someone's behalf

- 6.1. The school never releases a pupil into the care of another adult who is not a family member or named emergency contact without the consent of their parents.
- 6.2. Social workers are not permitted to collect pupils from the school to attend care review meetings without the prior consent of teachers, foster carers, parents and the pupil themselves.
- 6.3. The school will not accept a list of people who may collect the pupil as a substitute to calling the school office and informing the school directly of the change in collection.
- 6.4. Pupils may be collected from school by an older sibling if the sibling is aged 16 or older.
- 6.5. If parents wish for their child to be collected by another party who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, this must be put in writing to the school.
- 6.6. In an emergency, verbal consent may be given for an agreed person to take their child home. This will be recorded, and a letter will be sent to the parents confirming that the arrangement was made at their request.
- 6.7. Verbal consent must include a full physical description of the person, unless already known to the school.
- 6.8. A password may be requested to be used by both parties to ensure the identity of the person collecting the pupil is the individual arranged by the parent.
- 6.9. Staff members who are unsure of an adult's identity will ask to see identification.
- 6.10. If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:
- A staff member will take the pupil to the school office.

- The pupil's parents will be contacted for further advice.
- A member of the Senior Leadership Team / DSL will be made aware of the situation.
- If the pupil's parents are not contactable, the standard procedure for uncollected pupils will be followed.

- 6.11. Under no circumstances will a pupil be allowed to leave the school with someone if they are showing signs of distress or anxiety.
- 6.12. Where collection changes are made during the school day, these will be logged in the school office, recording the time the call / notification was made, and the time the message was passed on the class teacher / Higher Level Teaching Assistant.

7. Non-collection procedure

- 7.1. The school will continue to try and contact the parents and named emergency contacts in the event of a non-collection.
- 7.2. A record of the action taken, and the calls made, will be kept.
- 7.3. Under no circumstances will staff members go and look for the parents.
- 7.4. A member of staff will supervise the pupil at all times.
- 7.5. If no contact has been made with the pupil's parents or emergency contacts, and no one has arrived to collect the child within an hour since the original collection time – the end of the school day or at 4.15pm if it was pre-arranged for a pupil to attend a school club – the school's child protection procedure will be followed and children's services and the police will be contacted. See above table at 4.4
- 7.6. A member of staff will stay with the pupil until children's services arrives.
- 7.7. Once the situation has been resolved, the reason the circumstances arose will be established and recorded in CPOMS, and steps to avoid recurrence will be taken by the school and parents / carers.

8. Monitoring and review

- 8.1. Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and amended where necessary.
- 8.2. Any changes made to this policy will be communicated to all teaching staff and parents.



Bevendean Primary School

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A place for everyone to succeed and thrive

Year 5 & 6 Pupils: Permission to Walk Home Unaccompanied

Dear Parent/Carer

There is a growing trend for the older children in the school to walk home unaccompanied at the end of the school day. We promote independence in our children, but are always mindful that safety must come first. It is school policy that only children in year 5 and year 6 are allowed to walk home on their own, provided that the school and family have no concerns about the child's ability to keep themselves safe and that the school receives permission in writing from the parent / carer.

Parents should ensure that their child has good road safety awareness, is aware of stranger danger and clearly understands what action to take in case of an emergency. It is advised that children of primary age walking home alone go straight to an agreed residence and do not arrive and be unsupervised. Please also bear in mind that there is an expectation that children will independently follow all school rules whilst waiting in the playground at the beginning of the day as they would if with a parent / carer. Failure to do so may result in the permission to be on the school premises unaccompanied withdrawn.

We would like to ensure that we have an up to date register of all children who have permission to walk home alone. If you give permission for your child to walk home alone, please complete the details below. This form MUST be filled in and returned to the school office before children can walk home alone.

Yours sincerely,

Martyn Giddens

HEADTEACHER

✂.....

Child's name: class:

I consent to my child being able to walk home from school alone on the following days of the week:

Day:	Monday	Tuesday	Wednesday	Thursday	Friday
Please tick:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name: Signed: Date:

Phone contact 1: Phone contact 1: