

# DALLAM CP SCHOOL



## Safe Collection of Children Policy

Date of this Review	January 2020
Next Review due	Spring 2023

## Dallam Community Primary School Safe Collection of Children Policy

<b>Date of Policy:</b>	January 2020
<b>Staff Author:</b>	Mrs. L Atkin & Mrs. D. Kendal
<b>Review Date:</b>	Spring 2023

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### Statement of Intent

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. In the event that a child is not collected by an authorised person at the end of the school day the school puts into practice the procedures outlined below.

### 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
- Child minder
- Neighbour

Someone over the age of 16 who has the parent/carer's permission to collect the child from school and their name is included on the child's school record.

Verbal consent can be accepted in emergency or unplanned situations and the school office will ask for a password to be used at collection.

Children in Nursery, Reception, Year 1 and Year 2 may not be collected by other brothers or sisters from Dallam School. They should be collected by an authorised adult. Teachers have been instructed not to release infant children to siblings from key

stage 2 and will contact parents/carers to ensure they are collected by an authorised adult.

The school does not recommend that older siblings at high school aged between 12 and 16 collect children from Dallam Primary school. However, school acknowledges that it is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. Therefore, if you wish older siblings aged between 12 and 16 to collect your child then please provide written permission addressed to the Headteacher. The letter will be retained on your child's file until you advise school of any changes in writing.

### Data

Parents/carers of children in our school are asked to provide specific information which is kept in our data file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Emergency contact details
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. child-minder, relative
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

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.

### Safe Collection

School finishes at **3.30pm** for Nursery and **3.15pm** for all other year groups.

All children wait inside the building and are handed over individually to their authorised adult.

If, as a parent or carer you make arrangements for your child to be collected by another adult, it is important you ring school and inform the staff of these arrangements. Any unknown person collecting children will be challenged by staff and permissions checked with parents/carers. We will also check that children are happy to be handed over to these individuals and that they are known to them. If we do not receive a message directly from you or this person does not know the correct password we will not hand over your child.

Parents must ensure that they have completed the consent slip for children in Year 5 or Year 6 to walk home unaccompanied. These names are recorded and the class teachers will only allow these pupils to leave the site without an adult. Other pupils will remain with their class teacher until a known adult collects them.

Government guidelines advise that children below Year 5 (10 Years of age) should not be allowed to walk home unaccompanied. Whilst this is at the parents' discretion, this option only exists at Dallam Primary for pupils in key stage 2. Even if parents meet their children a short walk away from the school or anywhere else off the site they will need to consent to them leaving alone. *For example: If you collect your child in Year 4 at the end of Harrison Square then you would need to give consent for them to leave the gate alone.*

Once a child has been handed over to a responsible adult, they are no longer the responsibility of the school. We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

### Other Safety Issues

Parents are responsible for ensuring that their children do not access or use any areas of the school site that are prohibited. This includes playing on any outdoor playground equipment such as climbing frames, tyres or Trim Trail. This equipment is only permitted to be used by pupils of the correct age during the school day and under appropriate supervision.

For all pupils safety no football should be played on the playgrounds before or after school and no pupils should use bikes, skates or scooters etc. on the school site.

### Extra-Curricular Clubs Arrangements

When registering your child for an afterschool activity you will be required to complete a consent slip and provide details of pick up arrangements.

In some instances, e.g. if the activity is away from school and children are returning late, school may insist that all children are collected.

Please note **no pupil will be allowed to leave school on their own at any time other than the normal end of the day at 3.15pm for safety reasons.**

### Link Club

Pupils should be collected promptly by 5pm at the latest by an authorised adult. Link Club Staff will deal with the safe collection and drop off of pupils in their care. Pupils will not be allowed to leave with any siblings under the age of 16. Parents collecting pupils excessively late will be charged as per Link Club Terms and Conditions.

### Late Collection

Dallam 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.

It is the parent/carer's responsibility to ensure that their child is collected by a responsible person. The school must be notified immediately when it becomes apparent that the person collecting your child may be late.

Dallam School agrees to care for a pupil who has not been collected, until such a time as he/she has been collected by a parent/carer; or until appropriate, alternative care arrangements have been made.

If parents/carers have not collected their child/children fifteen minutes after the normal end of the school day, by 3.35pm, and have not rung school to advise of their lateness, the child will automatically be taken into the afterschool link club and parents will be charged the full afternoon rate.

If a parent rings to say they are going to be late, they will be given an additional time upto 3.45pm to collect their child. If a parent still hasn't collected after this time the child will be taken to afterschool club and parents will be charged.

Children who haven't been collected within fifteen minutes of the end of an afterschool activity will also be taken to the afterschool club and again parents will be charged the full afternoon rate. Where children are collected more than 15 minutes late from a school-run after-school club (e.g. football) on 2 occasions they will automatically lose their place at that club.

The School's Designated Safeguarding Lead 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.

### Communication

As always, good communication between home and school is vital so please let us know as soon as possible if there are any changes to your normal drop off and collection routines. Particularly if you will be late to collect your child at the end of the school day and please remember that **it is a parent's responsibility** to ensure children travel to and from school safely. Please talk to your children about staying safe.