

Aylesford School

and Sixth Form College



wonder aspiration respect discipline

COLLECTION OF CHILDREN FROM SCHOOL

Written: July 2019
Review Date: July 2020
Lead: Director of Primary Education
Via: Standards, Personnel and Curriculum

'from potential to reality'

Tapping Way, Warwick, Warwickshire, CV34 6XR
Tel: 01926 747100 **Fax:** 01926 494194 **Email:** office@aylesford-elearning.net **Web:** www.aylesfordschool.org.uk
A charitable company registered in England and Wales, company number 7848367
Headteacher: Steven Hall BSc MA

Contents

1. Legal framework
2. General collection procedure
3. Walking home unaccompanied by an adult
4. After school club collection procedure
5. Late collection procedure
6. Recurrence of late collection
7. Collecting a child on someone's behalf
8. Non-Collection procedure
9. Monitoring and review

Statement of Intent

Aylesford School believes it is essential to ensure all pupils arrive in the morning and leave school at the end of the day safely. We appreciate that, for many families, arrangements need to be flexible and it may be that a number of people care for the child after school. For this reason, we have set out clear procedures which 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 'Statutory framework for the early years foundation stage' 2017
- 1.2 This policy will be used in conjunction with the following school policies:
- Health and Safety Policy
 - Child Protection and Safeguarding Policy

2. General collection procedure

- 2.1 At the end of the school day, parents enter the school grounds via the main entrance on Tapping Way. They will promptly collect pupils at 3.00pm.
- 2.2 Parents will wait in the school playground for their child to arrive.
- 2.3 Class teachers or other member of staff will dismiss pupils at the end of each day.
- 2.4 Staff members supervise until all pupils have been collected
- 2.5 Sufficient staff to pupil ratios are met at all times during the collection process, including statutory ratios in relation to early years foundation stage pupils.
- 2.6 Under no circumstances will staff members take pupils home themselves.
- 2.7 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.

3. Walking to and from school unaccompanied by an adult

- 3.1 There is no set age when children are ready to walk to school or home on their own. It very much depends upon their maturity and confidence. Therefore as regards pupils in KS2 we believe that you as parents need to decide whether your child is ready for this responsibility.
- 3.2 We would still highly recommend that pupils in year 3 and 4 at least are still brought to and collected from school. In deciding whether your child is ready to walk to school you should assess any risks associated with the route and your child's confidence. Work with your child(ren) to build up their independence while walking to school through route finding, road safety skills and general awareness.
- 3.3 Older children (preferably Y5/6) may choose to walk to and from school independently of an adult where parents have made arrangements for them to do so. Parents therefore should make an informed decision as to whether they feel their child can take responsibility for their own safety on their way to school when parents are not physically present.
- 3.4 Parents must inform the school if their child will, at any time, be walking to school without an adult, so that a register can be compiled enabling the school to identify any who have not arrived at school at the appropriate time in the morning.

- 3.5** Children walking to school independently should not arrive at school before 8.30am and should be at school no later than 8.45am. As the responsible body receiving children from home at the start of the day, the school recognises a clear responsibility to contact parents if their child is not at morning registration and no contact has been made by the parent to the school to inform the school of absence due to illness or other reason.
- 3.6** Parents are responsible for informing the school immediately should their child be unwell or otherwise unable to attend school. This includes informing the school prior to taking their child for any early morning medical examinations (e.g. doctor or dentist) which may cause their child to miss registration in the morning and arrive in the school later than 8.45 am. The school will, therefore, ensure that registers are checked and will then make attempts to contact the parent to ascertain a reason for absence or to highlight that a child has not attended registration. Please ensure that you are contactable by phone during this period and that the school has up to date contact information.
- 3.7** Where a child has not arrived at school and the parents cannot be contacted, the school's Designated Safeguarding Lead will be informed and safeguarding procedures for child protection will be followed.

4. After-school club collection procedure

- 4.1** Where after-school clubs and extra-curricular activities occur parents will be informed of their finish time.
- 4.2** Where a child attends an after-school club parents should collect their child from the hall.
- 4.3** 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.

5. Late collection procedure

- 5.1 Parents will notify the school at the first possible opportunity if they believe they will be late to collect their child.
- 5.2 **Aylesford School** allows for a **10-minute** window for the late arrival of parents and/or supervising adult.
- 5.3 If a pupil has not been collected 10 minutes after the specified collection time, a staff member will escort them to the school office before trying to contact the pupil's parents.
- 5.4 If the pupil's parents cannot be reached via the contact number provided, the pupil's emergency contact will be phoned.
- 5.5 The school will continue to try and contact the parents.
- 5.6 All staff members 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.
- 5.7 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.

5.8 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.

5.9 In the event that the parents cannot be contacted, the non-collection procedure (outlined under Section 8) will be followed.

6. Recurrence of late collection

6.1 The length and frequency of late collections are monitored by the school.

6.2 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**.

6.3 The school will keep a record of incidents where parents are late with no reasonable explanation.

6.4 In the event of recurrence of late collection, where no reasonable explanation has been given, a letter will be sent home to the parents inviting them to a discussion about their circumstances.

6.5 Parents will be made aware of the arrangements that may be put in place if they continue to collect their child late.

7. Collecting a child on someone's behalf

7.1 At Aylesford School we never release a pupil into the care of another adult who is not a family member or named emergency contact without the consent of their parents. A password will 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.

7.2 Pupils may be collected from school by an older sibling, however parents should be aware that they are fully responsible for the safety and well-being of the child, even when they are not physically present.

7.3 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.

7.4 In an emergency, verbal consent may be given for an agreed person to take their child home. This will be recorded.

7.5 Verbal consent must include a full physical description of the person, unless already known to the school.

7.6 Staff members who are unsure of an adult's identity will ask to see identification.

7.7 If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:

7.8 A staff member will take the pupil to the school office.

7.9 The pupil's parents will be contacted for further advice.

7.10 A member of the senior leadership team will be made aware of the situation.

7.11 If the pupil's parents are not contactable, the standard procedure for uncollected pupils will be followed.

7.12 Under no circumstances will a pupil be allowed to leave the school with someone if they are showing signs of distress or anxiety.

8. Non collection procedure

8.1 The school will continue to try and contact the parents and named emergency contact in the event of a non-collection.

8.2 A detailed record of the action taken and the calls made will be kept.

8.3 Under no circumstances will staff members go and look for the parents.

8.4 A staff member will supervise the pupil at all times.

8.5 If no contact has been made with the pupil's parents or emergency contact, and no -one has arrived to collect the child **within an hour** since the original collection time – the end of the school day- or by 6.30pm if attending after-school club (Griffins), the school's child protection procedure will be followed and children's services and the police will be contacted.

8.6 Once the situation has been resolved, the reason the circumstances arose will be established and noted, and steps to avoid recurrence will be taken by the school and parents.

Monitoring and Review

9.1 Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and amended where necessary.

9.2 This policy will be reviewed on every 3 years by the Director of Primary Education and Designated Safeguarding Lead.

9.3 Any changes to this policy will be communicated to all teaching staff and parents.