



**March 2019**

## **Safe Collection of Children POLICY**

### **Purpose and Aims**

- The end of the 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 an authorised adult, 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 the procedures being followed.
- A letter will be given to all parents detailing updated “end of day collection procedures”, this is in line with current NSPCC and RoSPA recommendations. A copy of the policy will be available to read on the website and in the school office.

### **Who can collect children from school?**

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.

Infant children may not be collected by other brothers or sisters from the Junior School. They should only be collected by an authorised adult. Teachers have been instructed not to release children to siblings from the Junior School.

### **The Beginning of the Day**

Teaching staff will be available in classrooms to greet the children and ensure a positive start to the day. On arrival, a member of staff will record the child’s attendance in the daily register, which closes at 9:00am, children arriving after the gates have closed must come into school via the front office and register with the office staff.

Parents are responsible for the safeguarding of their children on their journey to school. Children who are persistently late or are being “dropped off by a sibling” will be assessed on an individual basis.

### **End of the Day Procedures**

School finishes for Main school (Reception, Year 1 & 2) at 3:10pm and at 3:30pm for Nursery. All children in Nursery wait inside the classroom and are handed over individually to their authorised adult. Children in Reception, Year 1 and Year 2 are escorted outside with their teacher and/or LSA. Children are then allowed to leave the care of their teacher/LSA when their responsible adult is seen. If a parent or carer makes arrangements for their child to be collected by another adult, it is imperative that the school office/class teacher is informed of these arrangements. Any unknown person collecting children will be challenged by staff and permissions checked with parents/carers.

Once a child has been handed over to a responsible adult, they are no longer the responsibility of the school.

As always, good communication between home and school is vital. Parents are responsible for letting the school know if there are any changes to the normal collection routines.