

ST MARY'S CE (A) FIRST SCHOOL POLICY DOCUMENT FOR SAFE COLLECTION OF CHILDREN

Philosophy

The priority of St Mary's is to ensure the safety of all children in its care. In order to achieve this, we must be confident that the child is being collected by either the person with parental responsibility or by a known and agreed adult. To ensure the safeguarding of all children, it is essential that we have a procedure in place for the safe collection of all children at the end of a school day, and guidance for parents in the event of them being late/unable to collect their child. Through our Christian vision, we ensure our children are safe by following the procedures in place.

Aims

- * To provide clear procedures for the day to day collection of children.
- * To have set procedures for children who are collected at other times of the school day.
- * To have clear procedures for children being collected by anyone other than the person with parental responsibility.
- * To ensure that all staff are aware of the correct procedures for the collection of children.
- * To have a known procedure for children who have not been collected and for whom there has been no parental notification of reasons for late or non-collection.

Guidelines

- * It is expected that children will be collected by the person with parental responsibility (named on the registration forms) unless there is prior agreement with the school.
- * This agreement should be made with the class teacher, and the person who will collect the child will be introduced to the teacher with clear instructions of the day/s when they will be collecting the child.
- * If there is to be any deviation from the agreed days the school office or class teacher must be informed.

Collection of children by person other than the main or agreed carer

- * No child will be allowed to be removed from school without prior parental notification to the school.
- * There will be times when unforeseen circumstances mean that a parent notifies the school by telephone.
- * If staff members do not recognise a parent's voice/telephone number, they will ask for proof of identification.
- * We will ask for the name of the person to collect the child, their relationship towards the child [e.g. friend, relative] and a physical description.
- * If staff are in any way unsure about the identity of the person collecting the child, the child will remain in the safety of the setting and the person with Parental Responsibility will be contacted.
- * Children in Year 4 will be able to walk home on their own in the summer term, with prior arrangement in writing by the parent/carer.

Children who have not been collected at the end of the school day

Parents/Carers **MUST** advise school if they are unable to collect their children at the appropriate time.

If school hasn't received a message by the end of the school day, then;

- * The school office will endeavour to contact a nominated person in the order listed on the Data Collection Sheet.
- * The child will be cared for by a member of staff for 10 minutes. Then, will go to After School Club and the parent will be billed for the care.
- * If all attempts at contact with the child's parents/carers are unsuccessful by 4.30pm, then the Staffordshire Children's Advice and Support Service (Front Door) will be contacted (0300 1118007)