



# Collecting Children from school Policy



Date	Review Date	Coordinator	Nominated Governor
Sept 2021	Sept 2022	Chair of the Governors	Rachel Bain

Headteacher:	Pamela Acheson	Date:	Sept 2021
Responsible Governor:	Rachel Bain	Date:	Sept 2022

## Status of Policy:

The Governing Body of the Federation of Grewelthorpe and Fountains C of E Primary Schools adopted this policy in September 2020. It will be reviewed in September 2021.

This policy has been written by NYCC Education Safeguarding Managers and adopted by The Federation. **Additions in Red will explain arrangements which may need to be made during COVID-19**

## 1. Purpose

To ensure the safeguarding of all children, it is essential that the school has 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.

## 2. Aims

- To keep children safe.
- To ensure that all members of the school community are aware of the correct procedures for the end of the school day.
- To highlight the importance of maintaining clear lines of communication **and up-to-date contact details.**

### 3. Policy

- The school expects children to be collected at the end of the school day, which is 3.30 pm for Key Stage One and Key Stage Two. During COVID-19, both schools will stagger drop off and pick up times to ensure that there are less people on the school grounds to ensure that social distancing is possible.
- Parents are reminded to keep the area around the classroom doors clear to enable children to make a safe exit.

#### FOUNTAINS:

- At Fountains School Children in Class One are let out of class at 3.30pm and handed over to their parent/carer. Parents/carers are expected to wait by the gate beside Reception to collect their child.
- At Fountains School Children in Class 2 are let out of class at 3.30pm. Parents/carers are expected to wait for their child on the veranda.
- At Fountains School Children in KS2 are let out of class at 3.30pm. Parents/carers are expected to wait for their child by the KS2 cloakroom. Any parents who wish their children to walk home must have completed the appropriate consents and provide the school with 3 contact numbers.
- Bus Children parents are to notify school if their child is on the bus and a register is kept. A member of staff will supervise bus children onto the bus.
- If the person expected to collect the child is not there, the child will return to the classroom and inform the class teacher. Any child not collected within 10 minutes will be taken to entrance area and should be collected from there.

During Covid-19:	Drop-off	Pick-up
Class 1 and Class 3	8:40am	3:20pm
Class 2 and Class 4	8:50am	3:30pm

\*Parents who have siblings in different classes, should pick up at the earlier time.

## GREWELTHORPE:

- At Grewelthorpe, Nursery age and Reception children are collected from their classroom door.
- At Grewelthorpe, Children in Y1/2 are collected from the front entrance.
- At Grewelthorpe, Children from Y3/4/5/6 are escorted onto the front playground and handed over to parents. Any parents who wish their children to walk home must have completed the appropriate consents and provide the school with 3 contact numbers.

During Covid-19:	Drop off	Pick up
Nursery	9:00am	3:15pm
Class 2	8:40am	3:20pm
Class 3	8:45am	3:25pm
Class 4	8:50am	3:30pm

\*Parents who have siblings in different classes, should pick up at the earlier time.

- Please refer to **Guidance for Parents** within this policy for the procedure beyond this point.

## 4. Guidance for Parents/Carers

### Guidance for parents/carers in the event of a parent/carer not arriving to collect their child at the end of the school day

As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day.

Please ensure that the school has up-to-date telephone numbers to contact you in an emergency.

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately.

- If you arrange for another adult to collect your child, you must let the school know the details of that person.
- If you are unable to arrange for another adult to collect your child then the school will look after your child in school until 5.00 pm. (This does not include children attending after school clubs).
- If you or an identified adult have/ has not arrived by 5.00 pm to collect your child, the school will contact the Customer Service Centre (Children's Social Care) after endeavouring to contact you.

**If a parent/carers does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:**

1. The teacher will bring the child/children inside and ensure they are supervised.
2. Children who have not been collected by 3.45p.m. will be supervised in the entrance area.
3. A member of staff will check with the office whether the parent/carers has telephoned and left instructions or an estimated time of arrival.
4. If no contact has been made by the parent/carers, the office staff will attempt to contact the parent/carers and the emergency contact by telephone.
5. Where appropriate, a member of staff will sensitively ask the child whether there is a reason that could account for their parent/carers being late.
6. Where appropriate, a member of staff will ask the child if they have any additional contact information.
7. School will continue to try and contact the parent/carers and the emergency contact/s.
8. If contact cannot be made with the parent/carers or the emergency contact/s by 5.00p.m., school will contact the Customer Service Centre (Children's Social Care).
9. In an emergency, school will contact the police.

**We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carers and s/he has given permission.**

This policy will be kept in school office and on school Website.

<b>Policy:</b>	<b>Collecting Children from School Policy</b>
<b>Signed Chair of Governors:</b>	<i>R Bain</i>
<b>Date Signed:</b>	<b>September 2021</b>
<b>Governors Meeting Ratified:</b>	<b>September 2021</b>
<b>Review Date:</b>	<b>Autumn 2022</b>
<b>Review schedule</b>	<b>Annually</b>