

St Bernard's Primary & Nursery School



Safe Collection of Pupils Policy 2024-26

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| Policy Creation Date: | March 2022 |
| Date of last review: | November 2024 |
| Date of next review: | Summer 2026 |

SAFE COLLECTION OF CHILDREN POLICY

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 agreed procedures.

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
- Childminder
- Neighbour
- Someone over the age of 16 who has the parent/carer's written permission to collect the child from school. Verbal consent can be accepted in emergency situations.

EYFS, Key Stage 1 and Lower Key Stage 2 children (those in Reception, Year 1, Year 2, Year 3 and Year 4) may not be collected by other brothers or sisters in school. They should be collected by an authorised adult. Teachers have been instructed not to release these children but to ask the school office to contact parents/carers to ensure they are collected by an authorised adult.

Methods

Parents/carers of children in our school are asked to provide specific information at the beginning of each academic year 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 **3.15pm**.

All children in Reception, Year 1 and Year 2 Classes wait inside the building and are handed over to their authorised adult.

If, as a parent or carer of a child, 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 we will not hand over your child.

Children in Key Stage 2 (Years 3-6) are taken onto the playground. The teacher/TA in charge of the classroom will hand over to their authorised adults.

Parents must ensure that they have completed the consent slip for Upper Key Stage pupils (Years 5 & 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.

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

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.

Communication

As always, good communication between home and school is vital so please let us know ASAP 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.

When children are not collected

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon as possible to notify us that you may be late. If we receive no such message, the following procedure would be followed;

1. The child will remain with their class teacher/TA until their adult arrives. 2. If their adult is late (after 3.30pm), they will return into the building with their teacher and wait near the main office whilst staff try to contact parents/carers.

3. We inform parents that if children are not collected at the end of the day we follow the following procedures:

- Messages are checked to see if there are any changes to the end of day arrangements
- Parents/carers are contacted at home or work
- If this is unsuccessful other authorised adults are contacted
- In the meantime the child will wait at the main office entrance under adult supervision
- If no adult arrives to collect the children but contact has been made, after a further 15 minutes the school reserves the right to place the child(ren) in our After School Club and charge parents/carers the full sessional costs.

Where NO authorised adult can be contacted.

4. After 30 minutes the child(ren) will be placed in the After School, Club and parents will be charged the full sessional costs. If the child(ren) has not been collected after one hour, (4.15pm) and no contact has been made or arrangements agreed we will follow our Child Protection Procedures and contact the Local Safeguarding Team.

5. The Safeguarding Team will aim to locate the parent/carer or relative. If they are unable to do so the child may be placed into the care of the Local Authority.

6. The school will deliver a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child.

7. A full report of the incident will be written and placed in the child's school file.

This policy will apply to all children within our school and will be reviewed in

Summer 2026.