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# Collection of Children Procedures

Collingwood School

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Collingwood School is committed to taking the necessary steps to safeguard and promote the welfare of its pupils and we undertake to look after safely any pupil who is not collected from school at the appointed time.

The school will make every reasonable attempt to contact the parents (or other nominated carer) but if there is no response from any of the contact or emergency numbers provided to the school, the school will contact the Sutton Social Services Emergency Duty Team who will be responsible for making emergency supervision arrangements for the pupil. This may involve contacting the Police.

The school is sympathetic to the parent/guardian of a pupil who, where the circumstances are exceptional, is not collected at the appointed time. However, Collingwood School reserves the right to charge a fee for late collection to cover the additional time worked by our staff. Parents of pupils attending After School Care are also asked to provide details of an emergency contact who may collect their child in the event of unforeseen circumstances.

These procedures apply to all members of our school community, including those in our EYFS setting.

This document is available to all interested parties on our website and on request from the School Office and should be read in conjunction with the school's Safeguarding Policy and Missing Child Policy.

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

### **Collection of children by a recognised adult and late collection arrangements**

All parents are requested to provide the names of adults who have permission to collect their child from school, such as family members or friends. The school will keep this on record. A parent can include additional adults by informing the school office in advance of pick up. If the adult is not currently known to the school staff, the school may require further verification, such as a photo ID or telephone verification to ensure the correct identity.

If a child is not collected at the end of the day or after a club they have attended, a member of staff will attempt to call parents or adults listed on the emergency contacts for that pupil. During this time, the child may be required to go into After School Care for supervision and the parent will be charged accordingly.



### **Early Years and Years 1 and 2 (3.20 - 3.25pm)**

The children in the Nursery and Reception classes are brought to the west gate from 3.20pm.

The children in Years 1 and 2 are brought to the main front door.

The staff member in charge will hand over the child to the parent or carer once recognition has been made. If the staff member is not aware of an adult picking up the child who is different to the normal routine (or not a listed adult), they will then check with the school office to check whether notification has been given to the school for a different trusted adult to pick up the child. See section above for procedures for collection of children by adults who are not on the list of trusted adults provided by parents.

### **Years 3 to 6 (3.30pm)**

As above, the children in Years 3 to 6 are brought to the main front door.

The staff member in charge will hand over the child to the parent or carer once recognition has been made. If the staff member is not aware of an adult picking up the child who is different to the normal routine (or not a listed adult), they will then check with the school office to check whether notification has been given to the school for a different trusted adult to pick up the child. See section above for procedures for collection of children by adults who are not on the list of trusted adults provided by parents.

Children in Year 6 may be given permission to travel home by themselves. The school office would need to be notified of this in writing in advance from the parents or guardians.

### **Collection of Nursery children after morning session (11.30am)**

The children are brought to the main front door at 11.30am and the same procedures as above are followed.

### **Collection of children from after school clubs**

Depending on the finish time of the specific club, the children will be brought to the main front door by the teacher or club leader. As above, Year 6 children may be given prior permission to travel home by themselves.

The same routine as above will be put in place. If the child is not picked up at the required time and there has been no notification that the child is attending After School Care, the adults listed on the emergency contact list will be called by a member of staff.

During this time, it may be necessary for the child to go into After Care for supervision and the parent will be charged for the appropriate amount of time.



### **Collection of children from After School Care**

For collection from the After Care facility, parents and carers must call at the side entrance door using the intercom. The staff member will ask for identification if they do not immediately recognise the adult. The same procedure as above is in place if the collecting adult is not listed as one of the trusted adults provided by the parents and they will need to call the parents to verify and confirm the pick up arrangement.

*Collingwood School is fully committed to ensuring that the application of these procedures is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.*

*Reviewed by L Hardie (October 2019)*