

Collection of Children Procedures

Definitions

For the purposes of this Policy and procedures a child, young person, pupil or student is referred to as a 'child' or a 'pupil' and they are normally under 18 years of age.

Wherever the term 'parent' is used this includes any person with parental authority over the child concerned e.g. carers, legal guardians etc.

Introduction

In order to safeguard our pupils at Carlyle Infant and Nursery Academy it is essential that the academy ensures all children arrive at and leave at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school.

Sometimes there will be 'one-off' arrangements. For this reason, we have set out clear procedures which all staff and parents/carers must adhere to.

General Collection Arrangements

- Children are to be collected at the end of the school day from their child's class teacher or the teacher supervising the class at the time.
- Children are not to be released with someone if they are showing signs of distress or anxiety.
- Children are not to be released if the teacher feels that the parent is not in a fit state to ensure their child's safety. This will be immediately reported to the Designated Safeguarding Lead in school.
- In an emergency/ unplanned situation two members of staff may take a child home to their parent or legal guardian. In this case the Designated Safeguarding Lead will be informed first.

Carlyle Infant and Nursery Academy is committed to taking the necessary steps to safeguard and promote the welfare of its pupils.

The academy 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 Derby and Derbyshire Childrens Social Care Emergency Duty Team who will be responsible for making emergency supervision arrangements for the pupil. This may involve contacting the Police.



The academy is sympathetic to the parent/guardian of a pupil who, where the circumstances are exceptional, is not collected at the appointed time. However, Carlyle Infant and Nursery Academy reserves the right to charge a fee for late collection to cover the cost of the wraparound care. Parents of pupils attending After School Club are also asked to provide details of an emergency contact who may collect their child in the event of unforeseen circumstances.

End of the School Day Procedures

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 below for procedures for collection of children by adults who are not on the list of trusted adults provided by parents.

Collection of children by a known/recognised adult

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. 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.

Collection of children by an unrecognised/unknown adult and Collecting a child on someone's behalf

The school never releases a pupil into the care of another adult who is not a named emergency contact with authority to collect, without the consent of their parents.

Pupils may be collected from school by an older sibling if the sibling is aged 16 or older.

If parents wish for their child to be collected by another party who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, this must be put in writing to the school.

In an emergency, verbal consent may be given for an agreed person to take their child home. This will be recorded. Verbal consent must include a full physical description of the person, unless already known to the school.

A password will be requested/confirmed to be used by both parties to ensure the identity of the person collecting the pupil is the individual arranged by the parent.



If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:

- A staff member will take the pupil to the school office.
- The pupil's parents will be contacted for further advice.
- A member of the SLT will be made aware of the situation.
- If the pupil's parents are not contactable, the standard procedure for uncollected pupils will be followed.
- Under no circumstances will a pupil be allowed to leave the school with someone if they are showing particular signs of distress or anxiety.

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 Club for supervision and the parent will be charged accordingly.

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.

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 Club, 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 School Club 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 School Club, parents and carers must use the designated doorbell in the main entrance and await a staff member. 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.

Early Collection Procedure

Whenever pupils need to be collected before their formal dismissal time, parents/carers must provide prior notification by writing or by telephoning the school. This is to ensure that the class teacher is notified and therefore has sufficient time to distribute any notices.

At the time of early collection, parents/carers must report to the school office.



Parents/carers are required to sign the child out with the time that the child is being collected. Office staff will notify teachers that the parent/carer has arrived to collect the pupil.

Parents/carers are kindly requested to wait in the office area for their child to arrive from the class.

The School recognises that at times, pupils will need to attend appointments (including medical appointments) during the school day. In such cases, parents/carers are welcome to collect their child for the appointment and then return them to school during the school day. Parents are required to sign their child out of school. When parents return their child to school, they must report the child's return to the school office so that the school is aware that the child has returned and is back on the school premises.

Supervision in the School Grounds

Parents should note that the school does not provide a member of staff to supervise children before the doors open at 8.45 a.m. (unless the children are part of the agreed breakfast club) or after 3:15pm (unless children are attending an after school club organised by the school) and therefore the welfare of children until/after that time is the responsibility of parents.

Children should not be dropped off and left on the playground unsupervised. If this happens the children will be placed in Breakfast or After School club and parents will be charged accordingly. However, if a problem or difficulty arises and is brought to the attention of the school, the school will intervene, e.g. if a child falls and hurts themselves the school will provide medical assistance.

Parental Responsibility

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.

Links to other policy documents

See also:

- Health and Safety Policy
- Safeguarding Policy

Carlyle Infant and Nursery Academy 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.

