

## **Seghill First School**

### **Collection of Children Policy**

#### **1 Scope**

This policy is for all school staff, parents and carers.

#### **2 Purpose**

The purpose of this policy is to provide clear guidelines on the roles and responsibilities of both school staff and parents and carers for the collection of children at the end of the school day (or session).

#### **3 Collection of children at the end of the school day (or session)**

We expect children to be collected at the end of the school day (or session)-

- on time;
- by a responsible adult aged 16 years or over;
- by an adult known to staff;
- from the school premises.

##### **3.1 Designated areas for collection of children**

Children in blue, red and green class will wait in the classroom with their class teacher. Children will be allowed to leave the classroom when the class teacher sees the child's parent or carer outside the classroom in the designated waiting area (beside the classroom door for green class and beside the classroom door as near as the red classroom door as possible for blue and red class).

Children in orange and yellow class will wait in the classroom with their class teacher until their parent or carer approaches the classroom door via the ramp. Children will be allowed to leave one at a time with their parent or carer. Staff will not dismiss children unless their parent or carer comes to the ramp; children will not be sent out to adults waiting beside the wall of the kitchen or in the staff car park.

Parents and carers who come by vehicle to collect their child must come in to the designated area for collection to collect their child. Children will not be sent out of the school premises to an adult waiting in their vehicle, even if this adult is known to staff.

##### **3.2 Times for collection of children**

Parents and carers must collect their child on time at the end of the school day (or session). The morning session for children in orange class finishes at 11:45am. The school day for children in yellow, green, red and blue class finishes at 3:15pm.

Parents and carers who are repeatedly late to collect their child will be spoken to by the class teacher, and reminded of the time we expect them to collect their child. The headteacher will be involved if punctuality does not improve following the discussion with the class teacher.

##### **3.3 Collection of children by someone who is not the child's parent or carer**

Children will not be allowed to leave the premises with another child, even an older brother or sister, if this child is less than 16 years old.

Children will not be allowed to leave the premises with an adult unless the adult is known to staff. If an adult comes to collect a child and they are not known by the class teacher, the class teacher should explain this to the adult, and contact the Headteacher (or Deputy Headteacher). They will telephone the child's parent or carer to clarify that the adult has their permission to take their child from school.

Children will not be allowed to leave the premises with another parent unless we have been informed in advance that this is the case.

## **4 Changes to usual collection arrangements**

### **4.1 Late collection- school is informed**

If a parent or carer is going to be late to collect their child, they must inform the school office as soon as possible, stating what time they will arrive at school. Mrs Elliott will inform the child's class teacher.

The following protocol will be carried out-

- if the parent or carer is going to be late by less than 10 minutes, the child will wait with the class teacher or the Headteacher at the school office.
- if the parent or carer is going to be more than 10 minutes late, the child will be taken to an available classroom or the Headteacher's office where they will wait to be collected (or the Early Years Unit for orange class children at the end of the morning session).

### **4.2 Late collection- school is not informed**

If a parent or carer does not collect their child and does not inform the school that they are going to be late, the following protocol will be carried out-

- the parent or carer will be telephoned to find out what time they will be collecting their child. Arrangements will be as in paragraph 4.1 above.
- if contact by telephone cannot be made with a parent or carer (or any of the child's emergency contacts) and they have not contacted school, the child will be taken to an available classroom or the Headteacher's office. The child will stay in the classroom or the Headteacher's office with a member of staff for up to 45 minutes.
- if after 45 minutes, contact has not been made with the child's parent or carer, and the child's parent or carer has not contacted the school, the Headteacher will inform Northumberland Children's Services.

We understand that parents travelling to school for pick up time can be delayed for a number of reasons, including the heavy traffic. If you are going to be late, please contact us and let us know. Staff will wait with your child until they are collected. However, parents are responsible for collecting their child on time and we are not a free child care service.

### **4.3 Collection by an adult not known to staff**

If a parent or carer needs to ask an adult not known to staff to collect their child, they should inform the school in advance that this is going to happen.

A child will not be allowed to leave the premises with an adult not known to staff. Please see section 3.3.

<b>Version control</b>	
<b>Policy reviewed</b>	September 2017
<b>Next review date</b>	September 2019