



## Delivery and Collection of Children Policy

### INTRODUCTION

This policy will provide clear guidelines for parents/carers, authorised persons, governors and staff in relation to their responsibilities for the delivery and collection of children to school.

### AIMS OF THE POLICY STATEMENT

The aim of this policy is to:

- Ensure the safe delivery and collection of children being cared for or educated on our premises.
- Encourage families to deliver and collect their child/ren on time.
- Comply with all legislative requirements.

### DEFINITIONS

**Authorised person:** A person for whom the parents/carers have given authority to the school to collect the child. This person must be aged 16 years or more.

**Late collection:** When a parent/carer or authorised person collects their child/ren from the school after 3.15pm, or after a designated finishing time for an after school club

### RESPONSIBILITIES

#### The school is responsible for

- Ensuring a copy is available for inspection at all times
- Being available to assist in the situation of the late collection of a child (refer to procedures in this policy and the staff handbook)
- Contacting parents/carers/authorised persons, who do not follow the correct procedures stated in this policy.
- Contacting a parent/carer to gain authorisation if a person who is not listed as an authorised person arrives to collect a child.
- Note: Between the hours of 8:40 am and 3:30 pm the supervision of children on the premises becomes the responsibility of the staff. This time is extended if the children attend an after school club.

#### Parents/guardians are responsible for:

- Collecting their child promptly at the conclusion of the day/session.
- Ensuring their child is signed out and back in when they leave school for an appointment.
- Ensuring the child/ren's enrolment form includes details of persons who have lawful authority to collect the child/ren (usually the parents/carers)
- Any other persons authorised to collect the child/ren.
- Any other person who has been denied legal access to the child/ren.

## **ORGANISATION**

### **DELIVERY OF CHILDREN TO SCHOOL**

- Parents must ensure that their child arrives at school on time (8.50 am) ready for the school bell.
- A staff member will stay on duty at the gate and on the front playground to ensure that no child who has entered school leaves the premises.
- The children will be supervised by a member of staff from 8.40 am until they are directed into the building via the appropriate entrance, supervised by teaching staff at 8.50 am.
- On very wet mornings or when the playground is unsafe due to ice/snow, children will go straight into their classrooms on arrival at school between 8.40am and 8.50am. There will still be a member of staff on duty at the main gate.
- Parents of the above pupils are able to remain on the playground until their child has entered the building if they wish to. If the behaviour of any parent is a cause for concern, this will be dealt with by a senior member of staff who may ask the parent to leave the premises, may exclude them from further entry or may call the police if necessary.
- At 9am the gates onto the playground will be locked.

### **LATE DELIVERY**

- Parents of all pupils who arrive late for whatever reason must enter school via the main office and sign their child in with a valid reason.

### **PERSISTENT LATE DELIVERY**

- Parents of all pupils who are persistently arriving late will be contacted by the Head teacher and asked to attend a meeting at which they will be informed about their responsibilities.
- The above parents will be warned that the EWO will be contacted if this continues.
- Records of referrals to the EWO will be kept by the Head teacher.

### **COLLECTION FROM THE SCHOOL**

- Children will line up in the classroom. The staff member will be positioned at the exit door to ensure that children do not leave the building without the person responsible collecting them.

### **Parents/carers will need to**

- Remain outside until all children have exited.
- Parents/carers/authorised persons wishing to speak with staff involved in the dispersal of children will need to wait until all of the children have departed. For example, a person collecting a child informs the teacher that they cannot locate their child's jumper. The teacher would inform the person that they will be able to assist in finding the jumper once all children have departed.
- If a staff member is concerned that releasing a child to the parents/carers, or a person authorised to collect the child, could put the child at risk, the child will not be allowed to leave in their care.
- In the above case the person collecting the child will be asked to speak to the Head teacher or another senior member of staff. He/she will need to decide whether or not the child is safe with the parent/carer. If not, social services will be contacted and, if

necessary, the police. This will be fully recorded and placed in the safeguarding children file.

### **LATE COLLECTION OF A CHILD**

#### **Staff are responsible for:**

- In the situation where the parents/guardians or authorised person is late in collecting their child/ren and has not notified the school that they will be late, the staff member is responsible for contacting parents/guardians.
- If they are not available, they should contact the other persons authorised to collect the child/ren on the child/ren's enrolment form requesting that they collect the child/ren as soon as possible.
- In the meantime the child will wait in the reception area under adult supervision.
- If the child is not collected after an hour they will be put into after school club for which the parents/carers will be charged.
- If the child has not been collected after one hour we will follow our child protection procedures and contact children's services (access centre.)
- Children's services will aim to find the parent/carer or relative and if unable to do so the child will be placed into the care of the local authority.
- Under no circumstances will the staff go looking for the parent or take the child off school premises.
- A full report of the incident will be written and placed in the child's school file.

#### **The parents/guardians/authorised persons/carers are responsible for:**

- Informing, as soon as reasonably possible, that their child will be collected late, the reason for this and an approximate time for collection.
- Ensuring that late collection is not a regular occurrence.

### **CONSISTENT LATE COLLECTION FROM SCHOOL**

- If parents are regularly late collecting their child from school, the Head teacher will contact them to discuss the matter further. If there are no improvements, the matter will be referred as a safeguarding children issue.