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COLLECTION OF PUPILS PROCEDURE

General

It is the duty of parents or carers to make arrangements for their children to be collected from school at the appointed time, or in the case of older children, make arrangements for them to walk home from school either alone or with friends.

If an unfamiliar adult is to collect the child, the school must be informed in advance.

The Headteacher or Teacher in charge must be informed if a pupil has not been collected

End of school day

The procedure at the end of the school day is that:

- i. Pupils in the FSU to Year 2 are released to a parent or named person at the classroom external door.
- ii. Pupils in Year 3 – Year 6 are dismissed from the class and are advised to return to the class teacher on duty or the office if the expected parent is delayed.

Evening events

All children must be collected from an evening event by a parent or named carer. They will not be allowed to travel home by themselves without written permission from their parents or carer.

In the event of a child not being collected:

- a. At the end of school:
 1. The class teacher should take the child to the office and inform them the child has not been collected.
 2. All efforts are made to contact the parents, failing which, the named emergency contact is contacted and collection arranged. A minimum of two members of staff should be on site with the child.
 3. The child is placed in the 'After School Club' if there is a space available, but remains the responsibility of the Headteacher. The parent maybe liable for the charge should one occur. If there is not a space available, the child must stay with a member of staff outside the office.
 4. Failing this, the police or social services will be contacted at 5:30 pm and their advice will be followed.
- b. Following an after-school event or evening event:
 1. The child remains in the care of two members of staff or two DBS checked volunteers.

2. All efforts are made to contact the parents, failing which the named emergency contacts, and collection arranged.
3. Failing this, the police or social services will be contacted and their advice will be followed, half an hour after the published event finish time.

Contact Numbers: Police: 0845 277444, Social Services: 01392 384444

- c. A report should be written up as soon as possible after the event and the incident will be recorded in the Accident/Incident Book. Repeated incidents involving the same child will be investigated as this may give rise to a child protection or welfare concern.

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