

# Pickering Community Junior School

## Child Collection Policy

### **Purpose**



To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of a school day, and guidance for parents in the event of them being late/unable to collect their child.

### **Aims**

- To keep children safe.
- To ensure that all members of the school community are aware of the correct procedures for the end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

### **Policy:**

#### **After School Collection**

- The school expects children to be collected at the end of the school day, which is 3.10pm.
- Parents/Carers are welcome to meet their children by the main gates at the bottom of the path. Parents/Carers are reminded to keep the gates clear wherever possible to enable children to make a safe exit so that children do not have to spill onto the road.
- Children may walk home on their own if parental consent is given. With the exception of those travelling home by bus, we expect a family member or close family friend will collect them from the main gates at the end of the school day. At the start of every academic year, we will ask parents/carers for the names of designated adults who have parental permission to collect. All class teachers will be provided with a list of home-time arrangements and these will also be shared with any cover/supply staff. A member of staff will always walk their class down to the public footpath at the end of the school day.
- Children are always reminded to return to school if in any doubt so that a member of the office team can contact parents and re-confirm collection arrangements directly with the family.

#### **Bus Travel/Private Taxi Travel**

- At the start of the school day, at the point of registration, children who travel by bus are asked to confirm their travel arrangements. This information is then compiled at the school office so that a comprehensive list of children is available to the member of staff on bus duty at the end of the day.
- 'Bus children' meet in the hall at the end of the day and are registered. Two members of teaching staff supervise the children and walk them down to the public footpath where they count the children onto the bus and see them safely on their way.

### **Collection Following After School Clubs:**

- Children are registered at the start of every after-school club. Where a child fails to attend a club and a note/phone call has not been received during the school day the member of staff running the club will alert the office team who will contact the parents/carers to ascertain the child's whereabouts. If we cannot locate the child our missing child procedures will be instigated. This can result in a telephone call to the Police.
- Pick up locations will be made clear before the club starts. This will be the front school entrance or at the gate. If a family member is not waiting for the child, both staff member and child will return to the school office and a parent will be contacted.
- When children are collected at later points in the day (for example following a sporting activity) parents/carers should park in the school car park and come into school and collect from the hall or entrance area as previously arranged.

### **Guidance for parents/carers in the event of a parent/carer not arriving to collect their child at the end of the school day**

**As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day.**

**Please ensure that the school has at least two up-to-date telephone numbers to contact you in an emergency.**

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately (01751 472873). *If possible, please contact the school before 2:30pm to provide enough opportunity for the office staff to inform your child and class teacher.*
- If you arrange for another adult to collect your child, you must let the school know the details of that person.
- On the rare occasion that you are unable to arrange for another adult to collect your child, then the school will look after your child until such reasonable time as you are able to collect them.

**If a parent/carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:**

1. The teacher will bring the child/children inside and ensure they are supervised in the school office.
2. If no contact has been made by the parent/carer, the office staff will attempt to contact the parent/carer and the emergency contact by telephone.
3. Where appropriate, a member of staff will sensitively ask the child whether there is a reason that could account for their parent/carer being late.

4. Where appropriate, a member of staff will ask the child if they have any additional contact information.
5. School will continue to try and contact the parent/carer and the emergency contact/s using the information provided by the parent/carer.
6. In rare circumstances and only as a last resort will the school will contact the Customer Service Centre (Children's Social Care) or, if necessary, the Police.

**We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carer and they have given permission.**

This policy will be reviewed in Autumn 2027.

Signed



Chair of Governors

Signed



Headteacher