



North

Yorkshire County Council

Children and Young People's Service

## Sheriff Hutton Primary School

### Policy for collecting children from school 2013

#### 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

- The school expects children to be collected at the end of the school day, which is 3.30p.m. for EYFS, Key Stages One and Two.
- The school gates are opened at 3.20p.m. Parents are reminded to keep the area around the classroom doors clear to enable children to make a safe exit.
- Children in Key Stage One are let out of class at 3.30p.m. and handed over to their parent/carer. Parents/carers are expected to wait on the playground to collect their child.
- Children in Key Stage Two are let out of class at 3.30p.m.. Parents/carers are expected to wait for their child on the playground.
- Children may walk home on their own as long as the class teacher has been made aware and a risk assessment has been completed with parents and child.
- If the person expected to collect the child is not there, the child will return to the classroom and inform the class teacher. Any child not collected within 10 minutes will be taken to Castle Club and should be collected from there.
- Please refer to **Guidance for Parents** within this policy for the procedure beyond this point.



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### **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 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 (01347 878441)
- If you arrange for another adult to collect your child, you must let the school know the details of that person.
- If you are unable to arrange for another adult to collect your child then the school will look after your child in Castle Club until 5.30pm.
- If you or an identified adult have/ has not arrived by 6.15pm to collect your child, the school will contact the Customer Service Centre (Children's Social Care).

**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.
2. Children who have not been collected by 3.40p.m. will be supervised in Castle Club.
3. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
4. 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.
5. 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.
6. Where appropriate, a member of staff will ask the child if they have any additional contact information.
7. School will continue to try and contact the parent/carer and the emergency contact/s.
8. If contact cannot be made with the parent/carer or the emergency contact/s by 6.15p.m., school will contact the Customer Service Centre (Children's Social Care).
9. In an emergency, school will contact the police.



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

This policy will be kept in the school office.

Parents will be informed of the policy by letter when they start school.

This policy will be reviewed annually by the Governing Body of Sheriff Hutton Primary School.

Date adopted by Governing Body: September 2014

Review date: September 2016