

The Reddings Primary and Nursery School



Collection of Children Policy

Reviewed March 2015

Reviewed March 2017

Next review March 2020

Rationale

The Governing Body have adopted the *Hertfordshire's County Council School Safeguarding Practice Guidance: Drop off collection of children successfully* (August 2012) Section Three of this document outlines that all schools should have a local policy in place stipulating the age of older siblings collecting children from school.

The school has taken into consideration the professional advice of The Royal Society for the Prevention of Accidents and the NSPCC who recommend that no one under 16 should be left to care for a younger child.

Purpose

- To provide a clear and cohesive policy for staff and parents
- To prioritise the safety of all children (taking into consideration the surrounding roads and locality)

Outline of collection expectations

- All children from Early Years Foundation Stage to Year 4 are to be collected by an appropriate adult or elder sibling (16 years of age or older)
- Appropriate personnel and those with parental responsibilities are those listed by parents, carers and Social Workers on the School's computerised system. Should an arrangement change it is the parent / carer's responsibility to update the relevant information and provide the school with linked documentation
- If an arrangement has been made that someone, who is not on the contact list, is collecting your child then the school office needs to be contacted before 2.30pm and a slip completed which provides the school with your authorisation for personnel collection change. These slips are also available for parents to complete via the school office
- Children are collected from the external door of their classrooms and the school operates a more formal hand-over procedure of children to parents in Nursery, Reception, Year 1 and Year 2
- Children in Year 5 and Year 6 are able to independently go home at 3.15pm (this is based upon the school's and parent's joint view that this is safe practice. Parents will be required to complete and sign a form which authorises this practice)
- For late collection the child will be taken to the school office where the appropriate adult can collect – this ensures that these children stay safe
- If a child attends an after-school club / school event (EYFS to Year 6) they need to be collected by an appropriate adult or elder sibling (16 years of age+)
- All learners within the Primary Support Base are to be collected by an appropriate adult. This is due to their specific emotional and behavioural needs

Late Collection

The Reddings Primary and Nursery School fully understands that at times parents may be running late to collect their child (12.00pm from the Nursery and 3.15pm for the rest of the school). A courtesy telephone call to the office enables the school team to inform the child the reasons for your late arrival avoiding any anxiety or distress. The child will be placed in the care of the Office team until collection.

In the case that no contact has been made by the parent the school will attempt to contact the parent using the available contact numbers. If the parent cannot be contacted then the school will telephone the emergency contacts.

The school completes a late collection log every time a parent / carer is more than 10 minutes late to collect a child at the end of the school day / extra Curricular activity or school event. This log is held within the Safeguarding file and is audited for repeated patterns of late / non-collection by the Designated Senior Leaders.

(Further information regarding late collection and failure to contact parents / carers is available within the *Hertfordshire's County Council School Safeguarding Practice Guidance: Drop off collection of children successfully*, Section 5).

Two late collections from after school club will result in children not being able to attend the club for remainder of the term.

After a set amount of time school will contact Children Services and/or Police.

Factors that may compromise a parent/carer's ability to offer safe care

The use of drugs/alcohol or the presence of mental health difficulties does not in itself necessarily mean that the parents/carers are uncaring, incompetent or unable to offer safe care to their child. However, if the extent of a parent's own needs mean that they cannot keep the child safe from harm, then a safeguarding referral to Children's Services is required.

'Drugs' in this context refers to all drugs including medicines, volatile substances, alcohol, tobacco and illegal drugs (*see linked drugs policy*).

If an adult with parental responsibility presents at The Reddings Primary School and staff are concerned that their presentation suggests they are unable to offer safe care, steps must be taken to clarify the situation and assess the risk to the child.

(Further information including factors for consideration are available within the *Hertfordshire's County Council School Safeguarding Practice Guidance: Drop off collection of children successfully*, Section 4, p10)

Monitoring and Reviewing

It is the responsibility of the Governing Body and Head Teacher to ensure that the expectations of this policy are met.

This policy will be reviewed in line with the Hertfordshire's County Council School Safeguarding Practice Guidance: *Drop off collection of children successfully* (August 2012) adopted by The Reddings February 2013.

Date originally ratified by the Governing Body: 30th March 2013

Date for full implementation: 30th March 2017

Date for review: March 2020