

# Church Aston Infant School



## Child Collection Policy

July 2021

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## 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 from school, and guidance for parents in the event of them being late/unable to collect their child at the end of the school day or after clubs' finish.

## Aims

- To keep children safe and cause as little distress as possible to the child in the event of them not being collected.
- To ensure that all members of the school community are aware of the correct procedures for the collection of children.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

## Policy

- The school expects children to be collected from school by an adult.
- Parents are asked to keep the area around the classroom doors clear to enable children to make a safe exit and are asked to make sure they are visible to their child.
- Children are handed over to their parent/carer or named adult.
- If the person expected to collect the child is not there, the child will not leave the classroom.
- Any child not collected within 10 minutes of the end of the school day will be asked to join the After School Club and the parent will be charged.
- Any child not collected within 10 minutes of the end of the After School Club will be asked to join the 4 o'clock club and the parent will be charged.
- School closes at 5 pm.

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

As a parent/carer, it is your responsibility to ensure that your child is collected from school. It is essential that parents/carers provide the school with a record of their contact details i.e. names, addresses, home, work and mobile telephone numbers. Parents should also provide the school with the contact details of at least two other relatives/carers who can be called when the parent/carer cannot be contacted or in the event of an emergency. Should any of these details change, parents/carers should inform the school immediately.

If you are unexpectedly delayed and are unable to collect, or will be late collecting your child from school, please contact the school immediately by telephoning 01952 386390.

On occasions when parents or the person normally authorised to collect the child are not able to collect the child, they must inform the class teacher or the school office in person, in writing or by telephone. We agree with the parents how to verify the identity of the person who is to collect the child. **Staff do not send children home with friends unless there is prior agreement.**

If contact has not been made by 5.30 pm the school will apply child protection procedures. A written report of the incident is recorded in the child's file.

If there are any concerns about the welfare of the parent/carer, social services will ask the local police to visit the home address.

If a child needs to leave school during the school day either because they are ill or for a medical appointment their departure and return will be recorded by the school to identify all the children who are or are not in school in the case of an emergency.