

# Pupil Collection Policy



Policy agreed:	Spring 2024
Policy reviewed:	Autumn 2024
Policy published:	Autumn 2024
Policy due for review:	Autumn 2026

## **St Andrew’s Primary School’s Safe Collection of Pupils Policy**

**“Children under eight can’t judge the speed and distance of moving vehicles. They still need help when crossing roads.” NSPCC**

### **1.0 Introduction**

1.1 Parents are legally obliged to ensure their children get to school and attend regularly, but there is no law on what age children may travel to and from school independently. As a school, however, we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

1.2 Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. In the event that a child is not collected by an authorised person at the end of the school day, the school puts into practice the agreed following procedures.

### **2.0 Aims**

2.1 The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children leaving the school premises. The end of the school day is a busy time, and we would like to ensure children are dismissed carefully, collected on time and arrive home safely.

2.3 In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child.

2.4 St Andrew's Primary School informs parents/carers of our procedures so, if they are unavoidably delayed, they will be aware of procedures being followed.

### **3.0 Authorised Person – Early Years Foundation Stage, Key Stage 1 and Key Stage 2 children aged 8 and under**

3.1 All children in EYFS, Key Stage 1 and pupils in Key Stage 2 that are 8 years old and under must be picked up by an authorised person, they may be a:

- Parent/Guardian/Carer
- Family member
- Child minder
- Neighbour
- Someone who has the parent/carer's written permission to collect the child from school. (Verbal consent can be accepted in emergency situations.)
- Privately run childcare organisations

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3.2 Children under the age of 8 may only be collected by responsible older brothers or sisters if parents have informed the school.

### 4.0 End of day arrangements

4.1 Parents/carers of children in our school are asked to provide specific information at the beginning of each academic year which is kept in our data file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Emergency contact details
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. child-minder, relative
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

**If there are any changes to any of the above, we ask that the school office is notified immediately.**

4.2 When there is a change to the end of the day arrangements, we ask that parents inform either the school office or the class teacher as soon as possible.

4.3 Parents must inform the school if they deem their child (over the age of eight) to be responsible enough to walk home independently.

### 5.0 End of day collection for Early Years and Key Stage 1

5.1 School finishes at 3pm (or later if your child attends an after-school club.) All children in Reception wait inside the building and are handed over individually to their authorised adult.

5.2 Children in KS1 will wait outside and be released when teaching staff see their responsible adult.

5.3 If, as a parent or carer of a child in the Early Years or KS1, you make arrangements for your child to be collected by another adult, it is important you ring school and inform staff of these arrangements as soon as possible.

5.4 Any unknown person collecting children will be challenged by staff and permissions checked with parents/carers. We will also check that children are happy to be handed over to these individuals and that they are known to them.

### 6.0 End of day collection for Key Stage 2

6.1 Pupils in Key Stage 2 are escorted to the playground and are then deemed responsible enough to find their responsible adult.

6.2 Following the advice from the NSPCC, St Andrew's school expects all KS2 pupils aged 8 and under to be met by an authorised adult (see section 3.0.)

## **7.0 Impaired person**

7.1 If the person picking up a child is, in the judgment of staff, impaired (under the influence of drugs or alcohol) and unable to adequately care for the child, the staff will not release the child to that person.

7.2 The child will be taken to the School Office and a senior member of staff will offer to call a relative or friend to pick up the person and child. If no contact can be made, then the Safeguarding Team will be contacted for advice.

## **8.0 When children are not collected**

8.1 Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon as possible to notify us that you may be late. The child will be asked to wait by the school office until their responsible adult arrives.

8.2 If children are not collected at the end of the day and the school has received no message from the authorised adult, we will use the following procedures:

- Messages are checked to see if there are any changes to the end of day arrangements
- Parents/carers are contacted at home or work, if this is unsuccessful other authorised adults are contacted
- In the meantime, the child will wait at the main office entrance under adult supervision

Where NO authorised adult can be contacted.

- After 15 minutes the child will be asked to join After School Club and the school reserve the right to charge the parent in line with the After School Club Policy.
- If the child has not been collected after 90 minutes and no contact has been made or arrangements agreed, we will follow our Child Protection Procedures and contact the Local Safeguarding Team.
- The Safeguarding Team will aim to locate the parent/carer or relative. If they are unable to do so the child may be placed into the care of the Local Authority.
- The school will deliver a letter to the child's home informing the parent/carer of the actions that have been taken to safeguard their child.
- A full report of the incident will be recorded on CPOMS.

## **9.0 Following a Late Collection**

9.1 All late collected children will be recorded in the school registers and this information will be passed on to the school's Attendance Champion for further investigation.

9.2 Where a child has 3 recorded late collections in one half term a letter may be sent home to the parents.

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9.3 Where there is no improvement in late collection a second letter will be sent, and a referral made to the Education Welfare Officer.

9.4 If children are collected more than 10 minutes late from a school-run after-school club (e.g. choir) on 2 occasions they could lose their place at that club.

### **10.0 Parking during school drop off and pick-up time**

10.1 Parents are not permitted to use the staff car park nor allow children to walk through it en-route to school.

10.2 Under no circumstance should parents park on the double yellow lines, obstruct traffic or pedestrians or park in front of driveways.

10.3 In the interests of keeping children safe, parents are asked not to park in the lane or in front of the barrier.

10.4 If a parent is parked in a manner deemed to be illegal or dangerous, the driver will be reported to the police.

### **11.0 Complaints**

11.1 Should a parent or authorised person be unhappy with these arrangements or have any complaints about the handling of a late pick up, please refer to the school's complaints policy.