



St. Maxentius CE Primary School

Policy for Collection of Pupils from School

All infant pupils are escorted onto the yard by their teacher and must be collected by an adult (or child over 16) from the member of staff. If the adult collecting a pupil is not known to the school, the parents should inform the school who is collecting their child. If an adult comes to collect a child who does not regularly do so, parents will be contacted and the child will be kept at school until it is established that the adult collecting has permission to collect him/her.

Junior pupils may walk home on their own, with the permission of their parents/carers. However, school closes at 2.30pm at the end of each term. On these occasions any parents of Junior pupils who wish their child to walk home must write a note to school. Any such children will be risk assessed and if it is not deemed acceptable for them to walk home without an adult, their parents/carers will be contacted and the child kept in school until 3.30pm, if not collected by an adult sooner.

Out of School Carers liaise with the school secretary every Monday to pass information regarding which children are attending the clubs for each week, as this varies enormously from week to week. Any changes or variations beyond this are communicated between school and club. OSCs are informed when the school is closing early and appropriate arrangements made. It is expected that parents would inform OSCs if they have collected their child from school during the day or if they are off school for any reason.

After School Activities – All staff holding after school clubs take a register to ensure that children who should be attending are there. Parents are advised to inform school if their child is not attending a club for any reason and they are asked to inform whoever is collecting the child. If any child does not attend, who is expected, then a phone call is made to their parent/carer to establish whether they have been collected. OSCs should be informed of which children are attending clubs and the time they finish by their parents.

Before School Activities – Parents should inform the school if their child is not attending a club which is held before school.

If an OSC fails to collect a child, parents will be contacted to seek advice and they will be asked whether they wish to collect the child personally or whether the OSC should be contacted and asked to collect the child.

DO NOT LEAVE ANY CHILD UNATTENDED AT THE END OF THE SCHOOL DAY AND DO NOT SEND THEM UNSUPERVISED TO THE SCHOOL ENTRANCE AREA.

On a normal school day, if a child is not collected by parents/carers, a telephone call is made to parents/carers. R/KS1 children will be with staff but KS2 children, who are sometimes collected from outside school or off premises, should return to the school office and inform the secretary. If the child has not been collected, and no contact made by 4.20pm, If no contact has been made and the child has not been collected by 4.20pm/5.00pm (if attending a club), and, if possible, two members of staff will make a home visit to determine if there is anyone at

home. If this does not resolve the issue, a member of staff will ring 101 and explain to the police that there is an abandoned child in school. (They will take the child into protective custody.)

On days when activities are taking place, this time will extend to 5.00pm, as most activities finish at 4.30pm.

Clearly, there will be occasions when parents may not be able to contact the school to inform us of a late collection, however, if there is an issue of persistent late collection then parents will be asked to come into school to discuss the matter. If this is not resolved, the School Social Worker will be contacted and advice taken.

Staff Procedures for Child Not Collected from School

Check with the child if they should be attending an after school club which has been cancelled i.e. establish if parent is expecting to collect the child later.

Ascertain who normally collects the child via child / child's teacher

Ring parent / family member / child minder / OSC.

Work through family contacts until it is established who will collect the child

If the child is registered with Max Club he/she should be taken to the club and office staff advised.

If not, the child should be supervised **in the office** by admin staff until collected. If admin staff are unavailable, the child should remain with an adult in an area of school where other staff or pupils are present (i.e. taking into account the staff code of conduct regarding allegations)

If no contact has been made and the child has not been collected by 4.20pm/5.00pm (if attending a club), and, if possible, two members of staff will make a home visit to determine if there is anyone at home. If this does not resolve the issue, a member of staff will ring 101 and explain to the police that there is an abandoned child in school. (They will take the child into protective custody.)

Persistent late collection should be referred to Mrs. Bennett for referral to the School Social Worker.

Reviewed November 2019