



## **Policy for Collecting Children from School**

### **Introduction**

It is essential that we ensure all children leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for your child after school. Sometimes there will be 'one-off' arrangements. For this reason we have set out clear procedures which all staff and parents/carers must adhere to.

A safe adult is someone who has been authorised in accordance with this policy to collect the child from school. Under no circumstances should a member of staff allow a child to leave school with someone if they are showing signs of distress or anxiety.

A member of staff would only transport a child to the home address in exceptional circumstances, approved by the headteacher.

The school expects children to be collected at the end of the school day, which is 3.25 pm. The school gates to the playground are opened at 3.15pm. Children are let out of class at 3.25pm and are handed over to their parent/carer. Parents/carers are asked to wait in the playground to collect their child. If the person expected to collect the child is not there, the child will remain with the class teacher/member of staff. Any child not collected within 10 minutes will be taken to sit outside the school office and should be collected from there after signing the *Early Departure/Late Book*.

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 01606 852149.

If you arrange for another adult to collect your child, you must let the school know the details of that person (see below).

### **Other Adults (non-parents/carers)**

- Parents must give written or verbal permission to the class teacher/staff member for all adults who are not the parents or carers of the child, to collect them from school. This permission must provide the full name and their relationship to the pupil. Any adults who are authorised by the parent/carer to collect a child must be a familiar adult to that child. Where possible this person will be introduced to the class teacher in advance of the first collection.
- If any member of staff is unsure of the adult's identity they may ask to see identification.
- If, after checking identification, there is any uncertainty about the person(s) the member of staff should take the child to the school office and contact the parents/carers by telephone to seek further guidance/advice, and inform a member of the Senior Leadership Team.
- If the parents/carers are not contactable then the member of staff must refer to the procedures for children uncollected from school.

### **Adults with Court Orders or Restrictions in place regarding a child**

In some cases there will be adults for whom specific restrictions are in place regarding contact with one of our children.

- It is the parent/carer's responsibility to communicate this to the school office/class teacher and provide a copy of such order/restriction and also provide a full description, and ideally a recent photograph of such person, so that staff can recognise this person if not known already.
- The class teacher must share this information with anyone responsible for dismissing the children at the end of the school day and with the Senior Leadership Team.
- Of paramount importance is the child's emotional welfare. As much as is practicable arrangements must be 'normalised' and any communication about the matter should be carefully controlled.
- The child will be discretely given a place in the 'lining up order' towards the back of the line. If the member of staff dismissing the child spots the adult with restrictions in place, they will notify another member of staff to take the child back to the classroom, without them having seen or made any contact with the person involved.
- The adult at the school door should then wait at the door to monitor the movements of this person, and seek the support of another staff member. If approached, staff will explain that as there is a restriction in place they cannot allow the child to leave in this instance. The person will be asked to leave the school grounds and not return. Failure to do so, or if the person shows any signs of threatening behaviour, will result in a member of staff contacting the police.
- The adult with the child in their classroom should immediately inform the school office and ask they make contact with the authorised parent/carer to inform them of the situation and to ask

them to come to school as soon as possible. They should then seek the support of an additional adult in the classroom.

### **Managing Parents / Carers Under the Influence of Alcohol or Drugs**

Teachers will immediately alert the Headteacher / DSL / senior staff if a parent is suspected to be under the influence of alcohol or drugs when attempting to collect a child.

If the pupil is thought to be potentially at risk or likely to suffer harm by leaving the school premises with the parent/carer, then the school can, in extreme circumstances, refuse to hand over the pupil – but this can only happen if the parent/carer is in no fit state to take charge of the child and the appropriate services must be notified immediately, i.e. the police, who have emergency protection powers, and social care.

The school's designated Safeguarding Lead will record the incident and any actions taken under the local safeguarding procedures.

### **Child Uncollected From School**

In the event that a child is not collected by an authorised adult at the end of a day, and it has not been possible to contact their parents or carers. The following procedures will be put in place. The Policy at St Bede's Catholic Primary School follows the Cheshire West and Chester Safeguarding Children Board's procedures which allow staff to make alternative arrangements for the child's care.

If there are no immediate child protection issues, staff will:

- establish the child's understanding of the whereabouts of the parent/carer and of the arrangements made;
- if the parent can be located, reunite parent and child and ensure adequate arrangements are in place in future;
- if the parent or responsible person seems likely to return shortly, wait with the child. If the parent or responsible adult has not arrived within 10 minutes, the school will contact any of the child's emergency contacts and arrange for the child to go to them. If this is not possible, Integrated, Access and Referral Team (iART) will be contacted by 4.30pm. iART telephone number: 0300 123 7047 (option 1) during school hours and 01244 977 277 out of hours emergency number.

### **Procedures**

1. If a child has not been collected, the school will make every possible attempt to contact the parents/carers or another family member. The child may be able to indicate if there is something out of the ordinary. On some occasions another parent may offer to take a child home with them. At St Bede's we never release a child into the care of another adult who is not a family member or the child's emergency contact person without the consent of the parent or carer, and members of staff will not take children home with them.

2. If no contact has been made and no one has arrived to collect the child, then the iART office should be contacted at 4.30 p.m.
3. It may be necessary for the child to be taken from the school to another location agreed by the iART team. If a child is to be taken then a staff member will transport them with approval from the headteacher.
4. If a child has not been collected they must not be sent to Sunrise Sunset Club (Wrap around care provision). It is the responsibility of the school to try to contact the parent or pass the matter on to the iART team.
5. Once the child is in the care of iART they will take the responsibility for tracing the parents or carers. The duty social worker will make arrangements for the child to be looked after until the parents or carers can be traced.

#### **Children Collected Late from School on a Regular Basis**

Where children are collected late from school on a regular basis, the school may make a referral to the Education Welfare Service and the matter will be followed up.

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