

Heritage Park Primary School

Collection of Children from School Policy



Approved by: Karen Bell (Headteacher)

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Next review due by: July 2025

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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.

Our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely.

It is the parent's/carer's responsibility to ensure that their child is collected by a responsible person. School does not have the legal authority to keep a child on the premises against a parent/carer's will, unless instructed to do so by an external agency such as Children's Services, but if an adult that appears to be under the influence of drugs or alcohol attempts to collect a child, school reserves the right to contact another family member to collect the child and will record the incident as a potential safeguarding concern. We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

On admission of their child to the school, parents should supply:

- names and full addresses of parents/carers (and confirmation of parental responsibility)
- home and work telephone numbers
- mobile phone numbers where appropriate
- TWO emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency
- Information about any person who has been denied legal access to the child, if relevant.

This information is kept in the school office and should be updated annually or whenever circumstances change. 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.

Pupils in the Reception class and Key Stage One

No pupil in the Reception class should walk to or from school on their own or be left on their own on the school premises either before or after school.

Reception class:

On enrolment to the school, parents/carers will provide the names of up to four adults who have the permission to collect their child from school (including parents). These adults will need to state an agreed password before the child can be handed

over. Pupils will not be handed over to adults that are unable to state the required password or to anyone other than a responsible adult.

Key Stage One:

No pupil in Key Stage One should walk to or from school on their own or be left on their own on the school premises either before or after school.

Pupils will only be handed over to named adults. Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement.

Key Stage Two

There is no law on what age children may travel to school or home unsupervised. As a child enters upper Key Stage Two, we believe that parents need to decide whether a child is ready for this responsibility. In deciding whether a child is ready to walk to school, parents should assess any risks associated with the safety and distance of the route and of their child's confidence and maturity.

Pupils in Years 3 and 4:

We highly recommend that pupils in year 3 and 4 are still brought to and collected from school. If you decide that you would like your child to walk home unsupervised, you must inform the school in writing.

Pupils will only be handed over to named adults. Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement.

Pupils in Years 5 and 6:

If you decide that your child is ready for the responsibility of walking home independently, then you must inform the school by letter or by completing the permission slip (Appendix A).

Your child will be prevented from walking home unless this permission has been given in writing. Parents who wish to meet their children a short walk away from the school or anywhere else off the site, must give written consent to them leaving alone. For example, if you park locally and your child leaves the site to meet you, you would need to give consent for them to leave the site alone.

Siblings

Many children in Key Stage Two may have younger siblings who are also attending school and parents may want all of the children to wait in the same area of school. Parents must give written consent for their child to walk round to the Reception or Key Stage One classrooms from the Key Stage Two playground. By giving their consent for an older sibling to walk to the Reception or Key Stage One playground, parents must acknowledge that the class teacher will no longer be supervising their child.

Older siblings may collect pupils in Year 1 to 6 provided they are 14 years old or above. School will not release any Reception pupil to anyone other than a responsible adult who we class as above 18 years of age. Parents who wish for older siblings of this age to collect younger children must inform the office in writing. Parents will need to consider the maturity of all the children involved, the length and nature of the journey home and the relationship between the children.

Until written consent is received for the children to walk to the Reception or Key Stage One classrooms, or to be collected by an older sibling, the children will stay in the care of their teacher until they are collected by a named adult.

Collection by staff from Blackberry House Day Nursery

Any children in reception or Key Stage One who attend the after school club at Blackberries will be collected from their relevant playground and handed over to staff from the Blackberry Nursery who will then take the children over to their site. Written consent from parents is required before children are handed over to the nursery staff.

After School Clubs

After school clubs held on the school premises must adhere to the school's procedures for dropping off and collecting pupils.

Children who are not collected from School

Under Section 175 of the Education Act 2002, Heritage Park Primary School recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

The school must be notified immediately it becomes apparent that the person collecting the child may be late. A record will be kept of late collections.

If a child is frequently collected late by parents/carers or a named adult, school will send home a letter advising of their concerns.

Procedure

Heritage Park Primary School will care for a pupil who has not been collected from school, until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with Children's Services, and/or the Police, in order to maintain the child's safety. If any concerns about the child's safety and welfare result, these will be dealt with by the Designated Safeguarding Lead in accordance with the School's Safeguarding and Child Protection Policy and Procedures.

If a child is not collected by a parent/carer or named adult, after the school day or approved activity, the child will be taken to the school foyer and supervised there. Every effort will then be made to contact the parent/carer, or failing that, the

emergency contact. The child should remain at school in the care of two members of staff.

Staff should **never**:

- Take the child home with them
- Transport the child home

In the case of a pupil not being collected and no contact being made within one hour of the usual collection time, the school will ring Children's Services to discuss the concerns, seek advice and provide updates as required. In addition, school will continue to try and contact parent/carer/emergency contacts.

Major Incidents

If an incident occurs which results in a large number of children not being collected, Children's Services will be contacted at the earliest opportunity, because it may be necessary to accommodate the children at a single location until appropriate arrangements can be made.

Safety whilst on the School Premises

Parents are responsible for ensuring that their children do not access or use any areas of the school site that are prohibited. This includes playing on any outdoor playground equipment such as the Reception climbing frame or tyres or playing on the field or trim trail. This equipment is only permitted to be used by pupils of the correct age during the school day and under appropriate supervision.

Your child will also be responsible for their behaviour whilst on the school premises either before or after school. This also applies to older siblings who are acting on their parent's behalf. Should their behaviour not be acceptable, parents will be asked to accompany them or collect their child.

Appendix A

HERITAGE PARK PRIMARY SCHOOL

Child's name:

Class:.....

(please tick all that apply below)

- I give permission for my child to walk round to the Key Stage 1 playground and understand that by agreeing to do this the class teacher will no longer be supervising my child.

- I give permission for my child to walk home from school and understand that by agreeing to this the class teacher will no longer be supervising my child.

Signed: (parent/carer)

Date:
