

# Kentmere Academy and Nursery

## Safe collection of children Policy



## Statement of Intent

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 agreed procedures.

## Aim

The end of the school day is a busy time, and our aim is to ensure children are dismissed carefully under supervision, collected on time and arrive home safely. 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.

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. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

## The Authorised Adult

The Authorised Adult should be a responsible person aged 16 years or over. The person may be a:

- Parent/Carer
- Family member
- Childminder
- Neighbour
- Someone over the age of 16 who has the parent/carer's written permission to collect the child from school.

Children should NOT be collected by other brothers or sisters in school. They should be collected by an authorised person named on the pick-up list over the age of 16. Teachers have been asked NOT to release infant children to siblings from Key Stage Two but to ask the office to contact parents/carers to ensure they are collected by an authorised adult.

## Methods

Parents/carers of children starting our school are asked to provide specific information 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)
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. childminder, 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. 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 in writing.

### Safe Collection

School finishes at 11.15am for Nursery morning session, 2.45pm for Nursery afternoon session and 2.45pm for all children from Reception to Year 6. The children are dismissed through the classroom exit doors by the class teacher into the hands of the authorised adult. If, as a parent or carer of a child you make arrangements for your child to be collected by another adult, it is important you inform the staff of these arrangements and ensure they are named on your child/children's collection list. If we do not receive written consent directly from you then we will not hand over your child/children. Please note that we can only release your child/children to those named on the collection list.

Once a child has been handed over to a responsible adult, they are no longer the responsibility of the school. We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

There have been incidents in the past where children have been safely handed over to parents or carers, for the child to then become separated from the adults, causing great alarm to everyone.

### When Children Are Not Collected

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. If we receive no such message, the following procedure would be followed;

1. The child should remain with their teacher until their adult arrives.
2. If their adult is late, they will wait near the office while the staff try to contact them.
3. We inform parents that if children are not collected at the end of the school day we follow 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
4. If the child has not been collected after 45 minutes, (3.30pm from school, 4.15pm following afterschool club) and no contact has been made or arrangements agreed we will follow our Child Protection Procedures and contact the Local Safeguarding Team at Rochdale.
5. The safeguarding team will aim to locate the parent/carers or relative. If they are unable to do so the child may be placed into the care of the Local Authority.
6. The school will deliver a letter to the child/children's home informing the parent/carers of the actions that have been taken to safeguard their child.
7. A full report of the incident will be written and placed in the child's school file.

## Following a Late Collection

We appreciate that there are times when the late collection of children is unavoidable, however this late collection policy applies in all circumstances.

The school is open for breakfast club from 8.00am daily and the school day finishes at 2.45pm. We also run various afterschool clubs Monday through to Thursday, which finish at 3.30pm.

Parents/Carers who do not collect their child/children by the end of the session, on time, will be liable for additional payment.

If parents/carers are unable to collect their child/children on time, they must telephone the school office to let us know what the situation is and when their child is likely to be collected. However, charges will still be incurred.

Any parent/carer that is late collecting their child will be issued with a first late collection letter and a second. Should this happen a third time a charges letter will then be issued and charges incurred.

### **1. Late collection- first occasion**

The office will document the time of collection and the first warning letter will be issued to parents/carer/person collecting the child/children. *Please see Appendix A.*

### **2. Late collection- second occasion**

The office will document the time of collection and the second warning letter will be issued to parents/carer/person collecting the child/children. *Please see Appendix B.*

### **3. Late collection – third occasion / final charges letter**

The office will document the time of collection and this final letter will inform the parents/carer of the charges that have been incurred due to late collection of children and subsequently sent home. *Please see Appendix C.*

**Charges will be set at a one off rate of £10.00 per child** but may be reviewed in the future.

Please note that Kentmere Academy and Nursery reserve the right to review all late and non-collection of children on an individual basis and have the ability to exclude children from attending breakfast club/afterschool club either on a temporary or permanent basis, at their discretion.



**Late collection- first occasion**

Today your child .....

Was collected from school at .....

School finishes at 11.15am for Nursery morning session, 2.45pm for Nursery afternoon session and 2.45pm for all children from Reception to Year 6 (3.30pm for afterschool clubs) and late collection is very disruptive for all staff concerned.

Unfortunately today we have had to issue you a “Late collection-first occasion” letter.

Letter issued by .....

Date .....





APPENDIX B

**Late collection- second occasion**

Today your child .....

Was collected from school at .....

A first letter was issued on .....

School finishes at 11.15am for Nursery morning session, 2.45pm for Nursery afternoon session and 2.45pm for all children from Reception to Year 6 (3.30pm for afterschool clubs) and late collection is very disruptive for all staff concerned.

Unfortunately today we have had to issue you a “Late collection-second occasion” letter. Should we need to issue a third/final letter then charges will be incurred.

Letter issued by .....

Date .....



**Late collection- third occasion**

**Final Charges letter**

Your child .....

Was collected from school on ..... at .....

A second letter was issued on .....

School finishes at 11.15am for Nursery morning session, 2.45pm for Nursery afternoon session and 2.45pm for all children from Reception to Year 6 (3.30pm for afterschool clubs) and late collection is very disruptive for all staff concerned.

Unfortunately today we have had to issue you a “Late collection-third occasion/final” letter.


Charges incurred at £10.00 per child. Payment must be made to the school immediately.

Letter issued by .....

Date .....

This policy will apply to all children within our school.

Signed:  Sarah Isberg (headteacher)

Agreed by:  Simon Day (Chair of Governors)

Date: March 2019

Review Date: March 2021