



SWINEMOOR PRIMARY SCHOOL

Delivery and Collection of Children Policy

INTRODUCTION

This policy will provide clear guidelines for parents/carers, authorised persons, governors and staff in relation to their responsibilities for the delivery and collection of children to school.

AIMS OF THE POLICY STATEMENT

The aim of this policy is to:

- Ensure the safe delivery and collection of children being cared for or educated on our premises.
- Encourage families to deliver and collect their child/ren on time.
- Comply with all legislative requirements.

DEFINITIONS

Authorised person: A person for whom the parents/carers have given authority to the school to collect the child.

Late collection: When a parent/carer or authorised person collects their child/ren from the school after 15:25 hours, or after a designated finishing time for an after school club

RESPONSIBILITIES

The school is responsible for

- Providing parents/carers with a copy of this policy, when their children start at the school and ensuring a copy is available for inspection at all times
- Being available to assist in the situation due to the late collection of a child (refer to procedures in this policy)
- Contacting parents/carers/authorised persons, who do not follow the correct procedures stated in this policy.
- Contacting a parent/carer to gain authorisation if a person who is not listed as an authorised person arrives to collect a child.

Note: Between the hours of 8:50 am and 3:25 pm the supervision of children on the premises becomes the responsibility of the staff. This time is extended if the children attend an after school club.

Parents/guardians are responsible for:

- Collecting their child/ren promptly at the conclusion of the day/session.
- Ensuring their child (both KS1 and KS2) is signed out and back in when they go home for lunch or leave school for an appointment.
- Ensuring the child/ren's enrolment form includes details of persons who have lawful authority to collect the child/ren (usually the parents/carers) and any other persons authorised to collect the child/ren.



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ORGANISATION

DELIVERY OF PUPILS TO SCHOOL

- Parents must ensure that their child arrives at school on time (8.50 am) ready for registration. The school doors will open at 8.50am.
- Foundation, year 1 and year 2 pupils wait near their classroom entrance with a parent/carer or responsible person nominated by their parent/carer. At 8.50 am the class teacher or a member of staff will welcome the pupils into the school safely. The door will stay open until 8.55am. After this time the doors will be locked and the children will be brought to the main entrance door by their parent/carer.
- Key Stage 2 children will enter the school by the KS2 cloakroom doors. A member of staff will be there to welcome them into school. This door will be locked at 8.55am and children who are late will have to enter via the main entrance door.
- Parents of the above pupils are able to remain on the playground until their child has entered the building if they wish to do so.
- At 9:10 the gates onto the playgrounds and the vehicle gates will be locked. The pedestrian reception gate will be closed with access to the school via intercom.

LATE DELIVERY

- Parents of all pupils who arrive late for whatever reason must enter school via the main office and sign their child in with a valid reason.

Persistent late delivery

- Parents of all pupils who are persistently arriving late will be contacted by the Headteacher or other member of staff and asked to attend a meeting at which they will be informed about their responsibilities.
- The above parents will be warned that the EWO will be contacted if this continues.
- Records of referrals to the EWO will be kept by the Headteacher.

COLLECTION FROM THE SCHOOL KS1

- Foundation Year1 & Year 2 children will line up in the classroom. The staff member will be positioned at the exit door to ensure that children do not leave the building without the person responsible for collecting them. Parents/carers will need to remain outside until all children have exited.
- Children who are taken home by taxi or bus will be taken to it by a designated staff member.
- Parents/carers/authorised persons wishing to speak with staff involved in the dispersal of children will need to wait until all of the children have departed. For example, a person collecting a child informs the teacher that they cannot locate their child's jumper. The teacher would inform the person that they will be able to assist in finding the jumper once all children have departed.
- If a staff member is concerned that releasing a child to the parents/carers, or a person authorised to collect the child, could put the child at risk, the child will not be allowed to leave in their care.
- In the above case the person collecting the child will be asked to speak to the Headteacher or another senior member of staff. He/she will need to decide whether or not the child is safe with the parent/carer. If not, social



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services will be contacted and, if necessary, the police. This will be fully recorded and placed in the Child Protection file.

COLLECTION FROM SCHOOL KS2

- KS2 pupils are allowed to walk home alone after school unless their parents say otherwise by letter to the Headteacher.
- If pupils are not allowed to walk home alone, the child is asked to wait with a member of staff until the other children are dismissed, then procedures are as for KS1 for matching up parent/carer and child.
- If KS2 are expecting to meet a parent/carer and that person does not arrive then children are reminded regularly not to leave the school premises if the person collecting them is not there. They should then go to the school office where staff will contact parents/carers for advice.

COLLECTION FROM CLUBS ETC HELD AFTER SCHOOL

- Parents must indicate on the consent form whether or not they are collecting their child (KS2).
- Then procedures are as above for the relevant age of the pupil.
- Parents who are regularly late will, following a polite reminder, be informed that their child is unable to attend the club
- Parents/carers must wait outside the main school entrance when they come to collect their child from any after school event held on the school premises unless otherwise informed.
- Teachers leading the clubs will take the children to the main entrance to be collected by or their parent/carer or let out of the school (KS2 pupils with permission to walk home without adult supervision).
- Parents must inform school and the After School Club of the days that that their child will be collected by the specific club. Any changes to the usual pattern for collection, must be communicated via the school office.
- Reception and KS1 pupils will be collected from their class teacher and KS2 pupils will meet the club staff in the playground. The parents of any pupils who the club staff are expecting but who does not turn up will be contacted within 10 minutes of the end of school.

PROCEDURES FOR UNLOCKING/LOCKING GATES AFTER SCHOOL

- At 3.20pm the gates to the KS1 and KS2 playgrounds will be unlocked for parents to enter to collect children.
- All external doors will remain secured until home time.
- KS1 doors will be secured as soon as the children have been collected from the member of staff.
- At 3.45pm the pedestrian gates will be locked so that the only point of entry into the school is via the main office.



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LATE COLLECTION OF A CHILD

Staff are responsible for:

- In the situation where the parents/guardians or authorised person is late in collecting their child/ren and has not notified the school that they will be late, the staff member is responsible for contacting parents/guardians and, if they are not available, contacting the other persons authorised to collect the child/ren on the child/ren's admission form requesting that they collect the child/ren as soon as possible.

The parents/guardians/authorised persons/carers are responsible for:

- Informing the school office staff as soon as reasonably possible, that their child will be collected late, the reason for this and an approximate time for collection.
- Ensuring that late collection is not a regular occurrence.

CONSISTENT LATE COLLECTION FROM SCHOOL

If parents are regularly late collecting their child from school, the Headteacher will contact them to discuss the matter further. If there are no improvements, the matter will be referred as a Child Protection issue.

Date: November 2016

Next review: 2019 or sooner if deemed necessary