



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 extra-curricular club/activity.

RESPONSIBILITIES

The school is responsible for

- Ensuring that a copy of this policy is available on-line 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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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 line up in the main playground at 8.50am. Class teachers will collect their class and enter the school by the KS2 cloakroom doors (Year 5/6) or classroom doors (Year 3/4) These doors will be locked at 8.55am and children who are late will have to enter via the main entrance door.
- Parents of KS2 pupils are able to remain on the playground until their child has entered the building if they wish to do so.
- At 9:00am, the process of locking the gates onto the playgrounds and the vehicle gates will begin. 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 Operations Manager and asked to attend a meeting at which they will be reminded 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 KS1/2

- Children in Foundation or Mixed Foundation/Year 1 classes will remain seated on their 'carpet' area when parents arrive. Parents will line up at the classroom door and the class teacher, or the adult supervising home time, will open the classroom door and greet parents one at a time to hand over their child(ren). As the child exits the door the supervising adult will record their exit on their personal counter. Once all children have exited the classroom the adult will ensure that the number of children exiting the classroom correlates with the number of children in school at the end of the day.
- Year 1 & 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. As the child exits the door the supervising adult will record their exit on their personal counter. Once all children have exited the classroom the adult will ensure that the number of children exiting the classroom correlates with the number of children in school at the end of the day. Parents/carers will need to remain outside until all children have exited.
- 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.



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- 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, Designated Safeguarding Lead 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 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

- Children in Years 3 / 4 are allowed to walk home alone after school if their parents/carer provide written consent. Pupils in Years 5/6 are allowed to walk home alone.
- 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. See 'Late Collection of a Child' for further information.

COLLECTION FROM EXTRA-CURRICULAR CLUBS 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 their parent/carer or let out of the school (KS2 pupils with permission to walk home without adult supervision).
- 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.

COLLECTION FROM SCHOOL OF CHILDREN ATTENDING WRAP-AROUND CARE

- Parents must inform school and the appropriate childcare provider of the days 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.

CHILDREN BROUGHT TO AND COLLECTED FROM SCHOOL BY TAXI

- Arrangements must be made by the agency/parent/carer to ensure that children are on site no earlier than 8.45 a.m. and are collected promptly at the end of the school day.
- Parents/carers organising a private taxi are strongly advised to check on the ERYC website where an up to date list of individuals can be found who hold a license to drive a hackney carriage or private hire vehicle
- Looked After Children (LAC) must be handed over to a member of staff on arrival and collected at the end of the school day from the secure lobby.



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PROCEDURES FOR UNLOCKING/LOCKING GATES BEFORE AND AFTER SCHOOL

- At 8:30am, the process of unlocking the gates onto the playgrounds and the vehicle gates will begin. The pedestrian reception gate will be closed with access to the school via intercom.
- At 9:00am, the process of locking the gates onto the playgrounds and the vehicle gates will begin. The pedestrian reception gate will be closed with access to the school via intercom.
- From 3.15pm the process of unlocking the gates to the KS1 and KS2 playgrounds will begin, 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.
- From 3.45pm the process of locking the pedestrian gates will begin so that the only point of entry into the school is via the main office.

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.

PERSISTENT LATE COLLECTION FROM SCHOOL

If parents are regularly late collecting their child from school, the Operations Manager 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 2021

Next review: 2024 or sooner if deemed necessary