

Safe Collection of Children Policy

Waddesdon Village Primary School – *a Pathway to Excellence*



Approved by: The Governing Body

Date: July 2024

Last reviewed on: July 2024

**Next review due
by:** July 2027

There are no laws around age or distance of walking to school. A family's guide to the law states:

“There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school.”

Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. We are also mindful of NSPCC advice on road safety, which states:

Children under eight can't judge the speed and distance of moving vehicles. They still need help when crossing roads.

However, as a school, we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

In setting our protocol for collecting children we have taken advice and guidance which states that it is for each school to decide and enforce its own pupil collection 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 strict 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 person, 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 Person

The Authorised Person must be a responsible person. The person may be a;

- Parent/Carer
- Family member
- Child minder
- Neighbour
- Family friend

Children in EYFS, Class 1 and Class 2 must not be collected by anyone under the age of 18.

Methods

Parents/carers of children in our school are asked to provide specific information at the beginning of each academic year 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)
- Emergency contact details
- Names and telephone numbers of people who are authorised by the parents/carers to collect their child from the school i.e. child-minder, 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 as soon as possible.

Safe Collection

School finishes at 3.20pm for all children. All children in Reception, Class 1 and Class 2 wait under the covered areas and are handed over individually to their authorised person. **Children in EYFS, Class 1 and Class 2 must not be collected by anyone under the age of 18.**

If, as a parent or carer of a child in Reception, Class 1 and Class 2, you make arrangements for your child to be collected by another adult, it is important to inform the school of these arrangements. Any unknown person collecting children will be challenged by staff and permissions checked with parents/carers. We will also check that children are happy to be handed over to these individuals and that they are known to them. If we do not receive a message directly from you, we will not hand over your child.

Children in KS2 (Classes 3 to 6), are brought to the KS1 playground via the hall doors and, when identified by the teacher/TA in charge, the children are handed over to their authorised person. School staff will accompany children to the KS1 playground and will challenge any pupils attempting to leave unaccompanied or with an unknown person. This is intended as an additional layer of safety.

Parents must ensure that they have notified the Class Teacher for pupils in Years 5 and 6 to walk home unaccompanied. These names are recorded and the Class Teachers will only allow these pupils to leave the site without an authorised person. Other pupils will remain with their Class Teacher until a known person collects them. Government guidelines advise that children below Year 5 (10 Years of age) should not be allowed to walk home unaccompanied. This is at the parents' discretion but this option only exists at Waddesdon Village Primary School for pupils in Years 5 and 6.

Once a child has been handed over to a responsible person, 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.

Extra-Curricular Clubs Arrangements

School-run after school clubs finish at 4.20pm. The same collection rules apply for pupils attending after school clubs.

After School Club (Exposure Sport)

Pupils should be collected promptly at either 4.20pm or 5.20pm by an authorised person. Exposure Sport staff will deal with the safe collection and drop off of pupils in their care.

Communication

As always, good communication between home and school is vital so please let us know if there are any changes to your normal drop off and collection routines. Particularly if you will be late to collect your child at the end of the school day.

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.

The following procedure would be followed;

1. The child will remain with their Class Teacher/TA until their authorised person arrives.
2. If their authorised person is late (after 3.25pm) they will return into the building with their Class Teacher and wait near the main office.
3. If the child's authorised person is late (after 3.25pm) and the school are not notified of a reason for late collection, the school reserves the right to place the child(ren) in the Exposure Sport After School Club and charge parents/carers the full sessional costs.

Where NO authorised person can be contacted

- After 30 minutes the child(ren) will be placed in the Exposure Sport After School Club and parents will be charged the full sessional costs. If the child(ren) has not been collected after one hour, (4.20pm) and no contact has been made or arrangements agreed we will follow our Child Protection Procedures and contact the Local Safeguarding Team.
- 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.

- A full report of the incident will be recorded.

Following a Late Collection

- All late collected children will be recorded in the school registers and this information will be monitored.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents.
- Where there is no improvement in late collection, a second letter will be sent and a referral made to the Education Attendance Team.
- Where children are collected more than 15 minutes late from a school-run afterschool club, on 2 occasions, they will automatically lose their place at that club.