

ASTON ON TRENT PRIMARY SCHOOL

Delivery and Collection of Children from School Policy

Adopted by Governors on November 28 2017

This policy has been impact assessed in the light of all other school policies, including the Disability Equality Scheme.

Minute No: _____

Signed: _____

Governor

Print Name: _____

Date: _____

Signed: _____

Headteacher

Print Name: _____

Date: _____

<p style="text-align: center;"><u>ASTON ON TRENT PRIMARY SCHOOL</u></p> <p style="text-align: center;"><u>CHILDREN DELIVERY AND COLLECTION</u></p> <p style="text-align: center;"><u>FROM SCHOOL POLICY</u></p>
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Purpose

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe delivery and collection of all children at the end of a school day, and guidance for parents in the event of them being late/unable to collect their child.

Aims

- To keep children safe.
- To ensure that all members of the school community are aware of the correct procedures for the beginning and the end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

Policy – Delivery and Collecting Children from School

- The school expects children to be in school by 8.55am, Early Years Foundation Pupils can enter the class from 8.45am with supervision.
- At the end of the day the school gates are opened at 3.20pm. Parents are asked to keep the area around the classroom doors clear to enable children to make a safe exit and are asked to make sure they are visible to their child.
- Children in Key Stage One are let out of class at 3.30pm. Parents/Carers are asked to wait for their child near to their child's exit door.
- If the person expected to collect the child is not there, the child will return to the office or classroom and inform the class teacher.
- Any child not collected within 10 minutes will be taken to sit outside the school administration office and should be collected from there.

Please refer to Guidance for Parents within this policy for the procedure beyond this point.

Guidance for parents/carers in the event of a parent/carer not arriving to collect their child at the end of the school day

As a parent/carer, it is your responsibility to ensure that;

- Your child is collected at the end of the school day.
- It is essential that parents/carers provide the school with a record of their contact details i.e. names, addresses, home, work and mobile telephone numbers.
- Parents should also provide the school with the contact details of at least two other relatives/carers who can be called when the parent/carer cannot be contacted or in the event of an emergency.

- Should any of these details change, parents and carers should inform the school immediately.

If you are unexpectedly delayed and are unable to collect, or will be late collecting your child from school, please contact the school at your earliest opportunity by calling 01332 799478.

If you arrange for another adult to collect your child, you must let the school know the details of that person.

If contact has not been made by 4.30pm a telephone call will be made with social services informing them of the situation.

We will advise them of the following details regarding the child;

- Name
- Date of Birth
- Address
- Gender
- Ethnicity
- Religion
- Spoken Language
- Special Dietary Needs
- SEN/Behavioural difficulties/medical needs

We will also advise them of;

- Contact Details for Parent/Carer or alternative contact.
(names, telephone numbers, including home and work & addresses)
- Any current or previous child protection concerns
- Any previous incidents of child not being collected from school.

If there are any concerns about the welfare of the parent/carers, social services will ask the local police to visit the home address.

In the event that the child is in immediate need of protection, the police, who have emergency protection powers, will be contacted.