



Building Skills For Life – Meithrin Sgiliau Bywyd

**Ysgol Gymunedol Llangynidr
Llangynidr Community Primary School**

Safe Collection of Children Policy

Revised: September 2014

Agreed by Staff: September 2014

Adopted by Governors: October 2014

Review Date: September 2015

QUALITY • EQUALITY • SAFETY • EFFECTIVENESS • RESPECT

Policy for the Safe Collection of Children

INTRODUCTION

Our first priority is the safety and wellbeing of the children in our care. This policy outlines the procedure for the safe collection of the children attending Llangynidr Primary School. It is intended to provide clear guidelines for staff and parents/carers which take into account the need for flexibility in dealing with a range of circumstances without compromising the primary aim of safeguarding our pupils.

Parents/carers/guardians need to be aware that they are responsible for making effective arrangements for the care of their children at the end of the school day.

The designated person responsible for the implementation, review and evaluation of this policy is the Head teacher.

AIMS AND OBJECTIVES

This policy ensures that staff and parents, carers and guardians in our school are clear about the actions necessary with regard to the safe collection of children. Its aims are:

- to raise the awareness of staff and parents, carers and guardians and identify clear roles in relation to safe collection of children.
- to ensure effective communication between all staff and between staff and parents, carers and guardians when dealing with issues regarding safe collection.
- to lay down procedures for staff and parents, carers and guardians to follow.

WHO CAN COLLECT CHILDREN?

It is helpful if staff are able to meet the person[s] usually collecting the child prior to the child starting school.

The person or persons who usually collect the child from school are named on the school admission form and collection & emergency contact form. These are usually the child's parents, carers or legal guardians.

On the admission form and collection & emergency contact form there is additional space for details of other persons named by the parents/carers who have permission to collect the child. These are often grandparents, childminders or friends of parents who are well known to the child.

The collection & emergency contact form is issued annually at the start of the school year. It is the responsibility of parents, carers and guardians to ensure the accuracy of information supplied to the school and to notify the school of any changes they wish to make to the list of named authorised persons during the course of the school year.

We require parents, carers and guardians to give written consent in advance, should anyone other than the named authorised persons be collecting your child from school. This includes situations where children are going home with friends and consequently being collected by someone else's parent, carer or grandparent. If arrangements change during the day parents, carers and guardians are required to ring the school as early as possible.

COLLECTING CHILDREN AT THE END OF THE DAY

When a child arrives at school it would be beneficial for staff to be informed of who will be collecting them at the end of the day.

It is also extremely helpful if children have been informed and clearly understand who is to collect them at the end of the day.

The end of the school day is at 3.30 p.m. and this is signalled by a bell rung by one of the Year 6 pupils. School gates are unlocked prior to the end of the school day to permit parents/carers access to the Foundation Phase playground.

Children in Foundation Phase remain in class at the end of the day and are released by their class teacher or supporting LSA only on sight of their parents, carer and guardian or other known individual named on the collection and emergency contact form. For this reason, anyone collecting a child from Foundation Phase will need to make themselves visible at the appropriate classroom exit.

Children in Key Stage 2 are dismissed from class at the end of the day by their class teacher and make their own way to the person responsible for their collection. Children with siblings in Foundation Phase should go to the relevant classroom exit.

Children are instructed never to leave the school grounds unless in the company of one of the named and authorised individuals whose details are registered on the collection & emergency contact form.

In the event that no authorised person is present to collect a Key Stage 2 child, the child must return to the school building and tell their class teacher or another member of teaching staff who will then initiate the procedure for uncollected children detailed below.

In the interests of the child's safety, other parents are requested not to detain an uncollected child on the playground as this prevents the child from informing staff that they have not been collected.

PROCEDURE FOR UNCOLLECTED CHILDREN

In the event that a child has not been collected the class teacher will endeavour to contact a person with parental responsibility.

The Head teacher will be informed.

If the person with parental responsibility is unobtainable a message will be left and a telephone call will be made to the person named as second contact on the collection & emergency contact form.

It is preferable that telephone calls to parents are made by the child's class teacher and that the child remains in the care of their teacher until their parent/carer arrives. If this is not possible another member of staff will be appointed by the Head teacher to remain with the child. Two staff will remain on the premises at all times.

If all attempts at contact with the child's carers are unsuccessful by 5.00pm then Powys Children's Services will be contacted

Powys Children's Services, Watton Mount Annexe 01874 624298

At no point must the child, or children, leave the school building before contact has been established with the Parents, Carers or Social Worker and a satisfactory conclusion reached.

PROCEDURE FOR COLLECTION OF CHILDREN BY SOMEONE OTHER THAN THE MAIN CARER

Occasionally a parent, carer and guardian may find that they are unable to collect their child at short notice and may need to appoint someone unknown to staff to do this for them.

To ensure the child's safety at all times

The Parent or Main Carer must provide written consent in advance whenever possible.

Only in exceptional circumstances will telephone consent be sanctioned in which case the parent must telephone and speak to the office, who will liaise with the appropriate class teacher.

We will ask for the name of the person to collect the child, their relationship towards the child [e.g. friend, relative] and a physical description.

If staff are in any way unsure about the identity of the person collecting the child the child will remain in the safety of the school and the person with Parental Responsibility will be contacted.

PROCEDURE FOR DELAYED PARENTS/CARERS

When the person who is due to collect a child is unexpectedly and unavoidably delayed they should notify the school as soon as possible, providing an estimate for their expected time of arrival.

Upon receipt of the message, the child's class teacher will be notified and the child informed. The school will then follow the appropriate steps in the procedure for uncollected children, ensuring that the child remains with their class teacher or appointed teacher inside the school until the parent/carer arrives.

In the event that there is no one available to receive a call from the parent/carer a message should be left on the answering service.

ARRANGEMENTS FOR CHILDREN WHO WALK HOME

Parents, carers and guardians who wish their child to walk home from school at the end of the day or following after school clubs will need to provide the school with written confirmation that the child has their permission to do so.

A list of those children with parental consent to walk home is kept with each class register.

CHILDREN WHO TRAVEL BY BUS

It is important that children know whether they will be travelling home by bus.

Each morning the school takes a register of children who travel by bus. This register records which children will be travelling home by bus.

At the end of the school day, children who are travelling home by bus are escorted to the main door where the register is checked by a member of staff.

Children are then escorted onto the bus by the member of staff, who checks their seat belts are fixed before the bus departs.

If it is unclear whether or not a child is due to travel by bus the school will endeavour to contact the parent/carer using the details provided on the collection & emergency contact form. If the school is unable to clarify the situation then the child will be retained in school until the parent/carer has been contacted, when an alternative arrangement will be made.

Date:

Signed: **(Head teacher)**

..... **(Chair of Governors)**

Review date: September 2015