

Knowsley Village Primary



Collection of Children Policy

INTRODUCTION

This policy is to provide guidelines for parents/carers, authorised persons, governors and staff in relation to their responsibilities for the drop off and collection of children to school. Safeguarding is paramount. The policy will be reviewed yearly and safeguarding amendments made as necessary

AIMS OF THE POLICY STATEMENT

The aim of this policy is to:

- Ensure the safe drop off and collection of children being cared for and educated in our school.
- Encourage families to drop off and collect their child/ren on time.

DEFINITIONS

Authorised person: A person for whom the parents/carers have given authority to the school to collect their child. This must be agreed with the school. Authorisation can be given verbally or written.

Late collection: When a parent/carer or authorised person collects their child/ren from the school after 3.30pm 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 as requested
- Being available to assist in the situation of the late collection of a child or an early pick up
- **Receiving authorisation from the Headteacher first, and in their absence the Senior Leadership Team, if children need to go home early for whatever reason, appointment, illness, accident.**
- Not letting the child go with a different person, unless school has been informed (verbally or in writing) and the teachers will ensure the child can confirm who it is picking them up.
- Organising passwords/codes if required
- The Head teacher and Senior Leadership Team will investigate seriously and promptly any causes for concerns.
- Staff and parents must inform the Headteacher immediately of any safeguarding situations
- On entry to school between the hours of 8:40 am and 3:20 pm (Reception) 3:25pm (Key stage 1) and 3:30pm (Key stage 2) 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 promptly at the end of the day/session.
- Ensuring their child (FS KS1 and KS2) are signed out and back in when they go home for lunch or leave school for an appointment **via main entrance.**
- Ensuring the child/ren's enrolment form includes details of persons who have authority to collect the child/ren (usually the parents/carers) and any other persons authorised to collect the child/ren.
- Informing school of any change, organising where necessary safeguarding procedures such as code words when necessary.

ORGANISATION

Delivery of pupils to school

- Parents must ensure that their child arrives at school on time.

Late delivery

- Parents of all pupils who arrive late (after 9am) or return for whatever reason must enter school via the main office and sign their child in with a valid reason.

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/SLT 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 enrolment form requesting that they collect the child/ren as soon as possible.

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

- Informing, as soon as reasonably possible, that their child will be collected late, the reason for this and an approximate time for collection. Children should be collected from the main entrance.
- Ensuring that late collection is not a regular occurrence.