

PALFREY INFANT SCHOOL

Adopted 29.11.16 Re-adopted 25.5.21 Re-adopted 17.10.2023

Purpose

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of the 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 school procedures for the end of the school day.
- To highlight the importance of maintaining clear lines of communication and up to date contact details.

Policy

- The school expects children to be collected at the end of the school day, which is 3.10pm.
- The school gates are opened at 3.10pm (by a staff member). Parents are asked to keep the area around the classroom doors clear to enable staff to see clearly who has arrived, and ensure they are visible for a safe handover.
- Children are let out of class at 3.10pm and are handed over to their parents/ carer. Parents and carers to wait at the exit doors discussed at the parent meetings.
- If the person expected to collect the child is not there the child is to be taken to the office after 10 minutes to be collected from there.
- Staff will make a phone call home to inform parent the child is still in school.
- **Staff to remain with the child until 4pm** and then hand over to a member of the senior leadership team.

PLEASE REFER TO GUIDANCE TO 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 a school day.

As a parent / carer it is your responsibility to ensure your child is collected at the end of the school day. It is essential that parents/ carers provide the school with a record of 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/ 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 office immediately by telephoning

CHILD NOT COLLECTED FROM SCHOOL POLICY 2023

01922 720713.

If you arrange another adult to collect your child, you must let the school know the details of that person, either by informing us at the start of the day or telephoning the office.

If you are unable to arrange for another adult to collect your child then your child will remain with a member of teaching staff in the school office until 4pm (usually a senior leader thereafter.)

If contact has not been made by 5pm a telephone call will be made to Walsall Children's Services (Social Services) informing them of the situation. 01922 658170/ 0300 555 2866

The following Information will be required (See Appendix A)

- Child's name
- Date of birth
- Address
- Parent/ carer details names and addresses
- Gender
- Ethnicity
- Religion
- Language Spoken
- Special dietary needs (if known)
- SEN/ Behaviour/ Medical needs
- Home/ work and mobile telephone numbers
- Any current or previous child protection concerns
- Any previous incidents of not being collected from school.

If there are any concerns about the welfare of the parent/ carer, 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.

CHILD NOT COLLECTED FROM SCHOOL POLICY 2023

APPENDIX A (Please refer to pupil files or SIMS database)

Childs name	
Date of birth	
Address	
Home/ work/ mobile telephone numbers	
Gender	
Ethnicity	
Religion	
Language Spoken	
Special dietary needs	
SEN Behavioural Medical needs	
Parent/ carer / alternative carers details	Names addresses
Parent/ carer / alternative carers details	Names addresses
Any current or previous child protection concerns	
Any previous incidents of not being collected from school.	
NOTES	

GB agreed 15.9.15 Re-adopted 22.11.16 , re-adopted 25.5.21 re-adopted 17.10.2023