

**St Mary of the Angels Catholic Primary School**  
**SAFE COLLECTION OF CHILDREN POLICY**

**Statement of Intent**

Our children's safety is of paramount importance to us all. At St Mary's, 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 adult, 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 Adult**

We will assume parents will collect your child unless you tell your teacher otherwise. The Authorised Adult must be a responsible person aged 16 years or over. The person may be a;

Parent/Carer

Family member

Child minder

Neighbour

Someone over the age of 16 who has the parent/carer's written permission to collect the child from school. Verbal consent can be accepted, in emergency situations, only with the approval of a member of the Senior Management Team.

Infant children (those in Reception, Y1 and Y2) may **NOT** be collected by other brothers or sisters in school. They should be collected by an authorised adult. Early Years and Infant teachers have been instructed **NOT** to release infant children to siblings from Junior classes – authorised adults must come to the door.

**Methods**

Parents/carers of children in our school are asked to provide specific information at the beginning of each academic year (data collection sheets) which is kept in our data file in the office including parents' latest contacts, addresses etc. and any personalised safeguarding information, if applicable. We use this to contact you and to safeguard all children.

**Safe Arrival and Collection**

School opens at 8.45am and finishes at 3.15pm for Reception to Year 6. All children in Reception to Y4 classes (inclusive) are delivered to the classroom door by an adult carer. After school, they wait inside the building and are handed over individually to their authorised adult. In exceptional circumstances, at the discretion of the headteacher, Y3 and Y4 parents can request that their child leaves the classroom independently. Our preference is for all Y3 and Y4 children to be collected by a parent.

Little Angels After School Club records are given to each teacher daily; and those children are escorted directly to the club and registered on entry, checked against their daily list. To be escorted to the club, parents will have had to register their child on the After School Club's daily list, in advance.

If, as a parent or carer of a child in Reception to Y4, you make arrangements for your child to be collected by another adult, it is important that contact school, well in advance. 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 never hand over your child.

Reception to Y4 pupils are taken to their exit doors when parents are identified by the teacher/TA in charge of the classroom door; and handed over to their authorised adults. Pupils will remain seated until called to the door. Junior children (Years 3 to 6) exit at the designated door to the KS2 playground to meet their authorised adults, if written permission is given for them to do so. **Please complete the Written Permission slip on the last page of this document if you wish your Y5 or Y6 child to leave the class door independently.**

Parents must ensure that they have completed the consent slip for junior pupils to leave school unaccompanied, if this is necessary to them. An individual assessment will be made on each request, by the senior management team, who will make the final decision on this. These names are recorded and the class teachers will only allow these pupils, where parents gave permission, to leave the site without an adult. Other pupils will remain with their class teacher until a known adult collects them. Even if junior parents meet their children a short walk away from the school or anywhere else off the site they will still need to consent to them leaving our door alone. For example: if you collect your junior child by the gate on Rossall Grove, because you have a dog & can't bring it into the school grounds, then you would need to give consent for the child to leave their class alone. Once a child has been handed over to a responsible adult, 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.

#### **Other safety issues**

Before school, for safety reasons, children should not arrive before 8.40am, and must be supervised by parents, outside school hours. (Early arrivers have the option of using the daily chargeable Breakfast Club, or occasional other clubs, if permission is received and spaces are available.) Parents are responsible for ensuring that their children do not access or use any areas of the school site that are unsupervised out of school hours, and if they do they should be supervised by a parent/carers, at your own risk. This includes playing on any outdoor playground equipment such as climbing frames, tyres or other apparatus. This equipment is permitted to be used by pupils of the correct age during the school day and under appropriate supervision. For all pupils' safety no ball games should be played on the playgrounds before or after school and no pupils should use ride bikes, skates or scooters etc. on the school site, until they leave the external gate. Take extra safety at times of inclement weather and ice.

No dogs or other personal pets are allowed on the school site at any time, even if being carried.

#### **Extra-Curricular Clubs Arrangements**

Please note that ALL pupils will need to be collected if they are staying late at school for any reason. E.g. If your child takes part in sport or choir, they will need to be collected by the Main Front Door, at the allotted time, which will have been on your initial letter. (Paying users of Little Angels Childcare should refer to their own rules as this is an independent service from school.) No pupils will be allowed to leave school on their own at any time other than the normal end of the day at 3.00pm for safety reasons. This also applies to school discos. We request that you contact school as soon as possible to notify us that you may be late. If we receive no such message, the following procedure would be followed;

1. The child will remain with their class teacher/TA at 3.15pm, until their adult arrives.
2. If their adult is late (after 3.20pm), they will go to the office for collection with their staff member and wait near the main office while the staff try to contact parents/carers.
3. We inform parents that if children are not collected at the end of the day we follow the following procedures:

\*Messages are checked to see if there are any changes to the end of day arrangements

\*Parents/carers are contacted at home or work

If this is unsuccessful other authorised adults are contacted. In the meantime the child will wait at the main office entrance under adult supervision. If no adult arrives to collect the children, after 15 minutes, the school reserves the right to place the child(ren) in our After School Club, parents will be

informed and parents/carers will have to pay the full sessional costs – that is, if there are any spaces, subject to supervision rules.

**Where NO authorised adult can be contacted; and where parents just don't come.**

If the child(ren) has/have not been collected after one hour, (4.15pm) and no contact has been made or arrangements for collection agreed, as a last resort, we will follow Child Protection Procedures and contact the Local Safeguarding Team.

The Safeguarding Team will aim to locate the parent/carer or relative. If they are unable to do so the child may be placed into the care of the Local Authority.

The school will deliver a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child.

A full report of the incident will be written and placed in the child's school file.

Regular late collections will be referred to the headteacher; a meeting with parents will be called.

**IF YOU WISH YOUR JUNIOR AGE CHILD TO LEAVE SCHOOL ON THEIR OWN, YOU MUST COMPLETE THE PERMISSION SLIP OVERLEAF, AND RETURN TO THE SCHOOL OFFICE.**

**EACH REQUEST WILL BE ASSESSED INDIVIDUALLY BY THE SENIOR MANAGEMENT TEAM.**

(FOR EXAMPLE, LET US KNOW IF YOUR CHILD IS SIMPLY WALKING TO YOUR CAR, OR WILL BE WALKING HOME ALONE, PERHAPS BECAUSE THEY LIVE NEARBY ETC.)

WE EXPECT Y3 & Y4 CHILDREN TO BE COLLECTED BY AN AUTHORISED ADULT. PERMISSION FOR THEM TO LEAVE ALONE WILL ONLY BE MADE, BY THE HEAD, IN EXCEPTIONAL CIRCUMSTANCES.

(The school reserves the right to insist that an authorised adult collects a child, at their discretion.)

**St Mary of the Angels Safe Collection Permission Request.**

Name of child/ren.....

I give permission for my junior age child/ren to leave class independently after school. The arrangements for my child/ren to go home safely are written below, in the box.

Signed by parent.....

*You must return this form to the office, if you wish your junior child to leave their class independently.*