

Old Bank Academy

Collection of Children Policy (including lates and uncollected)



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| Approved By | Headteacher |
| LGB | For Information |
| SLT Member Responsible | Assistant Headteacher/ Headteacher |
| Equality Impact Check | Completed |

Introduction.

Children's wellbeing & safety is of paramount importance & will always be our first priority. To ensure that children get home safely EYFS & KS1 children will be handed over individually to parents/carers (or another named adult known to staff) at the end of the day. If there is any doubt about a person who has been sent to collect a child we will ring parents/carers to check before letting children go. Staff must stand in such a position that they are able to observe the child being collected by their parent. The final decision regarding suitability of the person sent to collect the child will remain with the Headteacher or other senior staff. Any conversations with parents/carers must only take place after all children have been safely handed over to their parent/carer.

Parents will be asked at the beginning of the school year to ensure that school has up to date contact details and would ask parents to support us in this by passing on any changes of address or telephone contact details to the office. We will also send out reminders via the newsletter.

The school will **not under any circumstances**

- Put children into taxis (other than transport arranged through Kirklees or booked through school)
- Allow children to go with adults not notified to school in advance either on the contact form or through a phone call identifying who is picking the child up. It is expected in this circumstance that the child is able to identify the adult or they will not be allowed to be taken
- Allow EYFS and KS1 children (nursery up to Year 2) to go unless a responsible adult (someone over 16) picks the child up
- Allow other agencies to pick up children unless they carry the relevant identification & have made the relevant arrangements with school
- Allow children to go with older sibling during the school day unless arrangements have been made in advance with the parents/carers
- Allow children to go with any adult who appears to be intoxicated or under the influence of drugs

1.1 Uncollected children

In the event that a child who is usually collected from school is left, we will ensure that the child receives a high standard of care from an appropriate adult. We will make every reasonable attempt to contact parents or other relatives/friends named on the child's contact form

1. Staff will supervise the child in school until contact can be made and the child is collected
2. Phone and text the parent
3. Phone and text all three contacts on file
4. Contact any other agencies involved with the family
5. A member of staff will visit the home to establish contact
6. Contact Duty and Advice
7. Contact the police
8. The incident will be recorded on CPOMS

1.2 Main school

1. Children will be dismissed from their classrooms by the teacher/ teaching support at the end of the day **3.15 p.m.** to meet their parents/carer or go home on their own.
2. At **3.30 p.m.** any children who have not been picked up will be brought to the office.
3. Staff will, within 15 minutes of the due pick up time, attempt to contact the parent/carer using the contact numbers given to school. A text will be sent using the school texting system. If unsuccessful, the staff will telephone the emergency contact person. Again, a text will also be sent.
6. No child will be handed over to another adult unless they usually take the child, are known relatives of the child or the parent has given us their details and permission for the child to be handed over.
7. Children in nurse's, Year 1 and Year 2 will not be handed over to anyone under 16 years old.
8. Staff must not agree to put a child in a taxi.