



Blue Gate Fields Infant School

Collecting children after school Policy

**Agreed by staff
Agreed by governors**

**February 2018
Review February 2020**

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 a 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 correct 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 3.20pm the end of the school day.
- Children are handed over to their parent or carer. Parents or carers of children in Early Years are expected to wait in the playground outside their child's classroom to collect their child.
- The parents or carers of children in Key Stage One are expected to wait for their child in the KS1 playground. The children come out of school with their class teacher and remain with him/her until they are handed over to their parent or carer.
 - It is not permissible for siblings under the age of 16 years to collect younger sisters and brothers from Blue Gate Fields Infant School and under no circumstances may children go home on their own.
- If the person expected to collect the child is not there, the child will remain with the class teacher. Any child not collected within 5 minutes will be taken to the school office and attempts will be made to contact the parent/carer.
 - Please refer to Guidance for 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 the school day

As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day. Please ensure that the school has up-to-date telephone numbers to contact you in an emergency.

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately (tel. no: 0207 790 3611)
- If you arrange for another adult to collect your child, you must let the school know the details of that person.
- If you or an identified adult have/ has not arrived by 4pm to collect your child and attempts to contact yourself and any given emergency contacts have been unsuccessful,

arrangements will be made to take the child to the Uncollected Children's Centre at St Mary and St Michael School in Sutton St.

- This also applies to after school clubs. If you or an identified adult have / has not arrived by 4.30pm and attempts to contact you or given emergency contacts have failed, the child will be taken to the Uncollected Children's Centre by a member of school staff.

If a parent/carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:

1. The teacher will bring the child/children inside and ensure they are supervised.
2. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
3. If no contact has been made by the parent/carer, the staff will attempt to contact the parent/carer and the emergency contact by telephone.
4. Where appropriate, a member of staff will sensitively ask the child whether there is a reason that could account for their parent/carer being late.
5. Where appropriate, a member of staff will ask the child if they have any additional contact information.
6. School will continue to try and contact the parent/carer and the emergency contact
7. If contact has not been made by 4pm after school or 4.30pm following an after school club, the child will be escorted to the Uncollected Children's Centre as detailed above.
8. In an emergency, school will contact the police.

We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carer and s/he has given permission.

This collecting children after school policy was approved by governors in February 2018 and signed by the chair of governors.

..... Chair of governors.

..... Date

It will be reviewed in February 2020