

**STANNINGLEY PRIMARY SCHOOL**

**SAFE COLLECTION OF CHILDREN POLICY**

**AND PROCEDURE**

**This Safe Collection of Children Policy was formally approved by Stanningley Primary School Governing Body in January 2024.**

**To be reviewed by Governors on or before 2nd January 2027**

**Chair of Governors:**  **(Mrs. L. Travis-Jones)**

**Headteacher :**  **(Mrs J. Brewer)**

**SAFE COLLECTION OF CHILDREN POLICY**

**1. Statement of Intent**

Our children’s safety is of paramount importance to us all. The staff and governors at Stanningley Primary School will endeavour to ensure clear and robust procedures for the collection of its pupils are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. We are proud of the close relationships we have with all our families and the clear understanding of the part we all play in the safeguarding of our children. The vast majority of our children are consistently collected safely and on time at the end of each day, in line with policy and procedures; however, in the event that a child is not collected by an authorised person at the end of the school day, or is not collected on time, the school will put into practice agreed procedures.

**2. Aim**

2.1 Stanningley Primary School recognises that it has a statutory duty to safeguard and promote the welfare of pupils and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day or at the end of an authorised activity. 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.

2.2 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.

* It is the responsibility of parents/carers to collect their child(ren) on time at the end of each school day.
* In the event that a child is not collected by an **authorised adult,** we will ensure the situation is 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.

2.3 This policy will apply to all children within our school and will be reviewed every 3 years or as circumstances necessitate.

2.4 Related Policies

* Safeguarding and Child Protection
* Attendance
* Health & Safety

**3.0 The Authorised Adult**

3.1 It is essential that parents nominate a responsible person to pick up their child if they are unable to do so themselves.

3.2 Government Guidance states that: 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 only be accepted in emergency situations.

\* It must be noted that this is guidance only and is not statutory; if a parent / carer chooses to nominate someone under the age of 16 to pick up their child, a discussion will be held with the parent responsibility to ensure their child gets home safely. Any such arrangement will not be able to take place until a signed consent form (Appendix 1) has been received by the school. All signed consent forms are kept in a designated file in the school office. School must make parents/ carers aware that once their child is off the school premises, it is their responsibility to ensure their child arrives home safely.

If a parent / carer needs their child to be collected by someone else at the end of the day in exceptional circumstances, and they know in advance, they must complete and sign the appropriate form in school (Appendix 2)

3.3 Early Years and Key Stage 1 (those in Nursery, Reception, Y1, Y2,) may **NOT** be collected by other brothers or sisters in school. They should be collected by an authorised adult.

3.4 If staff feel that the person collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the school’s Designated Safeguarding Lead or any member of the Senior Leadership Team will be contacted to assess the situation and decide whether the adult concerned appears able to take responsibility for the child.

If the judgment determines that the child may be at risk, alternative appropriate action will be taken and might include contacting another named person on the contact list or another suitable member of the family. In some cases, the Local Authority, Social Services or the Police may be contacted.

**4.0 Information to be provided by parents/carers**

4.1 Parents/carers of children at Stanningley Primary School are asked to provide specific information on admission to the school. This information is kept on SIMS and in the class parent-contact files in the school office and includes:

* Home address and telephone number of parents/ carers
* Place of work, and telephone number (if applicable)
* Mobile telephone number (if applicable)
* Emergency contact details
* Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from school i.e. child‐minder, relative
* Information about any person who has been denied legal access to the child
* Information about who has primary responsibility for the child
* Unless there is a court order which has been evidenced by the school or there are identified child protection issues preventing one parent having contact with a child, the school is unable to deny a parent’s right of access.

This information is collected and updated to allow the school to make a quick and informed decision if somebody less familiar seeks to collect a child.

4.2 If a different adult, who is not named on the consent form, attempts to collect the child, they must **provide a password** that the parent has provided school with; if the person collecting the child is unable to provide this password, school will contact a parent to confirm whether they give permission for this adult to collect the child (see also section 5.6 below).

4.3 Parents/carers must notify the school office immediately if there are any changes to any of the above arrangements.

4.4 Good communication is essential when/if there is a change to the ‘normal’ end of the day arrangements (e.g. child going on a play-date or being collected by another parent) or if the person normally collecting is going to be late. It is vital that parents / carers ensure variations to collection are communicated to school as soon as possible.

**Please remember that it is a parent’s responsibility to ensure children travel to and from school safely. Discussion should be held with children who are allowed to walk home alone (Year 6 only) about staying safe on that journey.**

**5.0 Safe Collection**

5.1 School finishes at the following times:

* Morning Nursery 11.30 a.m.
* Afternoon Nursery 3.15 p.m.

5.2 **Children in Reception Class and Key Stage 1** are taken to the exit doors when parents are identified by the teacher/teaching assistant in charge of the classroom door and handed over to their authorised adults.

5.3 **Children in Key Stage 2** exit the building using the front and rear doors of the KS2 building. Children in Years 3, 4 and 5 (plus those in Y6 who go home with an adult) wait with the teacher/teaching assistant in charge outside of the building until they meet their authorised adults.

* Parents / Carers must ensure that they have completed the consent slip for Year 6 pupils to walk home unaccompanied (Appendix 3). Consent slips are kept in school and the class teachers will only allow these pupils to leave the site without an adult. Other pupils will remain with their class teachers until a known adult collects them. Unless there are exceptional circumstances, and a consent form for children to be collected by someone other than the main carer completed, all children in years 3, 4 and 5 must be collected by an authorised adult.
* **Government guidelines advise that children below Year 5 (10 Years of age) should not be allowed to walk home unaccompanied**

5.4 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.

5.5 **Other safety issues**

* If, as a parent or carer of a child, you make arrangements for your child to be collected by another adult, it is important that you ring the school office and inform the staff of these arrangements. When you call Stanningley Primary School, the office staff will ask you for a password for the person collecting your child to give to the teacher. 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 or this person does not know the correct password, the child will not be handed over.
* Parents are responsible for ensuring that their children do not access or use any areas of the school site after the end of the school day once they have been collected. This includes playing on any outdoor playground equipment such as the bouldering wall, trim trail or tyres. This equipment is only permitted to be used by pupils of the correct age during the school day or during after school clubs and under appropriate adult supervision.
* For all pupils’ and adults’ safety, football and other ball games must not be played on the playgrounds before or after school and bikes, skates or scooters etc. must not be used on the school site. Any children coming to school by bike, scooter, etc must dismount before entering the school site and store their bike, scooter in the school bike shed. At the end of the day these must be wheeled to the gate before being ridden.

5.6 **After School Arrangements and Clubs**

* Parents are reminded that with the exception of Year 6, **ALL** pupils will need to be collected if they are staying late at school for any reason. For example, if children take part in football or any other school activity or club, they will usually need to be collected promptly at the time provided by the sports coach. Once again collection must be by an authorised adult. Parents / Carers must ensure that they have completed the consent slip for Year 6 pupils to walk home unaccompanied from after school clubs.

**Procedures when children are not collected promptly**

6.1 Sometimes, in exceptional circumstances, a child may not be collected promptly.

Parents / Carers must contact the school as soon as possible to notify us that they may be late. If we receive no such message, the following procedure will be followed;

* The child will remain with their class teacher/teaching assistant until their adult arrives.

In the event of a pre-organised meeting (e.g. staff meeting), arrangements will be made for the child(ren) to wait with an alternative adult.

* If their adult is late (after 3.20pm), the child will then be taken to the school reception with their teacher and wait in this area whilst staff try to contact parents/carers.

**6.2 Procedures when children are not collected up to 20 minutes after the end of school**

School staff will:

* Check whether the child normally attends an after school club
* Messages will be checked to see if there are any changes to the end of day arrangements
* Parents/carers will be contacted at home or work.
* If this is unsuccessful, other authorised adults will then be contacted from the list on SIMS.
* In the meantime, the child will wait at the school reception area under adult supervision
	1. **Procedures if a child remains uncollected after 45 minutes after the end of school**
* If a child has not been collected after 45 minutes and no contact has been made or arrangements agreed, school staff will follow Safeguarding Procedures and contact Duty and Advice at Children’s Social Care for advice and support in locating the parent/carer or relative and begin to plan for the possibility that they may need to make arrangements for the alternative care of the child.
* The school will leave a message where possible or will deliver a letter to the child’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 logged on CPOMS.

**7. Following a Late Collection**

The school will consider this as a serious incident.

* Any child collected late (between 20 and 45 minutes after the end of the school day) will be recorded on CPOMS and this information passed on to the Family Support Worker for further investigation.
* Where a child has 2 recorded late collections in one half term a letter will be sent home (Appendix 4) to the parents, requesting a meeting to discuss the reasons why they are late in collecting their child.
* Where children are collected more than 15 minutes late from a school‐run afterschool club (e.g. football) on 2 occasions they will automatically lose their place at that club.

**Appendix 1**

 Leeds and Bradford Road,

 Stanningley,

 Leeds,

 LS28 6PE

 Tel :0113 2557677

[www.stanningleyprimary.com](http://www.stanningleyprimary.com)



Headteacher Mrs Julie Brewer

Deputy Headteacher Mrs Tammy Stott-Moore

**CHILDREN COLLECTED BY SOMEONE OTHER THAN A PARENT / MAIN CARER**

I give permission for my child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in year \_\_\_\_\_\_\_\_\_\_\_

to be collected by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that once my child has left the school grounds at the end of the day they are no longer the responsibility of the school.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent / Carer)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Government guidelines state:

It is essential that parents nominate a responsible person to pick up their child if they are unable to do so themselves. 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 only be accepted in emergency situations.

**Appendix 2**



 Leeds and Bradford Road,

 Stanningley,

 Leeds,

 LS28 6PE

 Tel :0113 2557677

[www.stanningleyprimary.com](http://www.stanningleyprimary.com)

Headteacher Mrs Julie Brewer

Deputy Headteacher Mrs Tammy Stott-Moore

**CHILDREN COLLECTED BY SOMEONE OTHER THAN A PARENT / MAIN CARER**

**EXCEPTIONAL CIRCUMSTANCES**

I give permission for my child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in year \_\_\_\_\_\_\_\_\_\_\_

to be collected by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that once my child has left the school grounds at the end of the day they are no longer the responsibility of the school.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent / Carer)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Government guidelines state:

It is essential that parents nominate a responsible person to pick up their child if they are unable to do so themselves. 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 only be accepted in emergency situations.

**Appendix 3**

 Leeds and Bradford Road,

 Stanningley,

 Leeds,

 LS28 6PE

 Tel :0113 2557677

[www.stanningleyprimary.com](http://www.stanningleyprimary.com)



Headteacher Mrs Julie Brewer

Deputy Headteacher Mrs Tammy Stott-Moore

**WALKING HOME UNACCOMPANIED**

I give permission for my child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in year\_\_\_\_\_\_\_\_\_\_\_

to walk home unaccompanied.

I understand that once my child has left the school grounds at the end of the day they are no longer the responsibility of the school.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent / Carer)

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Government guidelines advise that children below Year 5 (10 Years of age) **should not be allowed to walk home unaccompanied**.

Unless there are exceptional circumstances all children in years 3 and 4 must be collected by an adult.

**Appendix 4**



Leeds and Bradford Road,

Stanningley,

Leeds,

LS28 6PE

Tel :0113 2557677

[www.stanningleyprimary.com](http://www.stanningleyprimary.com)

Headteacher Mrs Julie Brewer

Deputy Headteacher Mrs Tammy Stott-Moore

**LATE COLLECTION OF CHILDREN**

Your child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in year\_\_\_\_\_\_\_\_\_\_\_

has been collected late from school at the end of the day on more than one occasion this half term.

The collection time and gate for your child is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please ensure that you collect your child on time and from the correct gate in future.

Thank you

Mrs Brewer



Head Teacher