



St James CE Primary School, Haslingden

CHILD COLLECTION POLICY	
Written By	F Brady
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Growing in God's Love, Learning as we go.

ENDURANCE FORGIVENESS PEACE
FRIENDSHIP TRUST KOINONIA
THANKFULNESS

Vision:

We are a safe, loving, supportive, Christian family which values each child's individuality and uniqueness created in the image of God. We nurture the talents given by God to inspire pupils to achieve and succeed, and foster a sense of awe and wonder of God's world:

- Form foundations of lifelong faith through Gospel values and sincere, meaningful prayer.
- Guide Pupils to determine their own personal moral values, and a respect and understanding of other races, religions and ways of life.
- Develop future citizens who cherish the world in which they live and their responsibilities within it.
- A curriculum which has a breadth of experience and equality of opportunity for all.

Introduction

Your child's safety and well-being is of the utmost importance to the staff at the school, therefore procedures for collecting children are followed to ensure your child's safety.

No children will be released from our care if staff are not informed of the person collecting the child.

Admission information

When your child starts at the school, you will be asked to fill in some information about your child. We will ask for details about the person/people who will be collecting your child. Parents must nominate a suitable person to collect their child if they are unable to do so themselves. The details of this person must be given to the school. This information can then be used to identify the designated person(s). **If there are to be any changes to this information, parents must please ensure that these details are updated as swiftly as possible.**

Many children attend after school clubs. In this instance, children must be collected promptly by an adult at the end of the club.

It is the parents'/carer's/legal guardian's responsibility to ensure the safe collection of their children by ensuring the school has the correct and up to date information for that day.

The school opens at 8.45am and the school day begins promptly at 8.55 am and finishes at 3.15 pm for Reception and Key Stage One children and 3.10 pm for Key Stage 2. It is the parents'/carer's/legal guardian's responsibility to ensure the safe collection of their children at the appropriate time.

Suitable person / Identification of Individuals

It is the policy of the school that no person under the age of 16 years can collect a child from the school. If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and wellbeing of the child may be compromised, the staff must contact a member of the Senior Leadership Team. The member of the Senior Leadership Team will assess the situation and if they feel

that the parent/carer appears unable to take responsibility for the child they will take appropriate action. This could include contacting another member of the family to collect the child. If another family member is not available then Children's Social Care or the Police will need to be contacted.

Children's Social Care –0300 123 6720

Police Communications Centre – 101 or 01772 614444

Parents must notify the school as early as possible if they are going to be late by calling the school office- 01706 214134. If there is any doubt about the collection of a child at the end of the school day the class teacher or member of staff in charge of the children is to investigate immediately including phoning all emergency contacts.

All members of teaching staff are asked to help with ensuring that children are dismissed safely.

Nursery and Reception children will be collected directly from the Nursery and Reception entrance doors.

Year 1 and Year 2 will be collected from the front of school, at the bottom of the steps.

Year 3 and Year 4 will be collected at the bottom of the Key Stage 2 slope.

Year 5 and Year 6 will be collected from the back of school, via the staff car park leading onto the top of Salem Street. Only Year 5 and 6 can walk home without adult supervision and prior permission granted from parents.

If there are specific child safety issues or behavior considerations, agreements may be made with parents for children to be collected at the front entrance of school.

Parents are asked to wait in the designated area and children are not allowed to leave the building until they are given permission by a member of staff who has ensured that their parent/responsible adult is there.

Parents must inform the school of any alternative arrangements and these will be shared with the class teacher.

Relationship breakdown of parents / guardians

The school has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down.

Unless there is a court order, of which the school must have a copy, preventing one parent's contact to the child we are unable to deny access.

If there is concern about violent or aggressive behaviour from either parent we recommend that the child does not attend the school until the problems have been resolved, thereby ensuring the safety of all children.

Failure to collect a child

The teacher or appropriate member of staff will:

- Check whether they are usually in an after school activity that night and have just forgotten to attend. (Where applicable).
- Call the parent to say they must contact the school immediately to say when the pupil is to be collected.
- If a parent has not arrived by 3.30pm the child may be taken to the office so that they can be supervised by an appropriate adult.

- If a parent has not made contact or arrived by 3.45pm or 10 minutes after the end of an after school club a further phone call would be made and where available, a message left to inform the parents that a referral is being made to Children's Social Care ACCESS service if no call is received within 10 minutes.
- If the child is not collected and no contact is made by 4.00 p.m. or 20 minutes after the end of an after school club, a referral may be made to the MASH team/Police/CSC.

On no account would we allow a child be taken by a person not known by the school.

Follow-up:

Once any situation has been resolved a discussion between the school and the parent/guardian/carer will take place to establish how and why the circumstance arose and to ascertain what must be done to avoid a recurrence of this situation.

Late collection of children protocol

If parents/carers have not collected their child/children fifteen minutes after the normal end of the school day at 3:15pm, and not have contacted school to advise of their lateness the children will be brought to the school office by a member of staff. At 3:30pm late charges apply as follows:

Between 15 minutes and 30 minutes late a £2 charge will be made.

Between 31 minutes and 45 minutes late a £5 charge will be made.

These charges will also apply to late collections from extra-curricular activities and school visits.

All late collections will be logged and the Designated Safeguarding Leaders will be informed.

Parents/ Carers will be asked to pay the late collection charge within 5 days of it being issued. Any charges not paid will lead to services being withdrawn for the child/children, e.g. breakfast club, extra-curricular activities.