



Pupil Collection Procedures

'...these three remain: faith, hope & love; and the greatest of these is love.' ^{1 Cor 13:13}

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Growing in hope & aspiration.
Flourishing in love.

friendship ★ hope ★ compassion ★ forgiveness ★ trust ★ thankfulness

Rationale

St Anne's CE Primary School recognises the importance of keeping pupils safe and aims to provide a safe and secure environment. The objective of this policy is to ensure a smooth drop off and collection process to always be in place.

To aid with continuity for the children at St Anne's, it is the parents' responsibility to arrive on time for pupil drop off or pick up. Late arrivals and early departures are acceptable but to be avoided if possible.

Named Collection Lists

The school will request from parents/carers a list of those people who have permission to collect their child/ren during the school's admissions process and at least once a year thereafter. Any long-term changes to these permissions mid-year must be made in writing to the school office. This will be recorded on Integris and in-class lists will be updated immediately.

With supply or new staff, the school will endeavour to ensure a familiar, existing member of staff supports during end-of-day handover initially. Where this is not possible, the school provides a discreet file in each classroom containing the names of adults with permission to collect each pupil, with passwords where applicable. This file is updated immediately in the event of a change of permanent permission arrangements, and after every annual permissions update.

Parents have a responsibility to inform the school if a pupil is going home with a different pupil or is being collected by a different adult on a given day by **2:30pm** at the latest. Messages should be via the School Office only. This will be added to CPOMs with classroom staff flagged for information and followed up with a verbal message to classroom staff as they will likely not be able to check emails during class time. A password will be requested from the parent which should be shared with the new adult ready for a smooth collection. Staff will have the right to refuse to handover a pupil to an unfamiliar adult if they are unsure of the individual or if the password is not shared correctly.

Arrival & Departure Procedures

The school will be ready to receive the pupils prior to their arrival at **8:40am** and will ensure the pupils are ready to go home at their official departure times of **3:10pm** for Foundation Stage and Key Stage One and **3:15pm** for Key Stage Two.

Foundation Stage (YR)

- Pupils may only be collected by a recognised parent/carer (or named adult).
- Pupils will line up in the EYFS outdoor area under the supervision of their Teacher/Cover Teacher & Teaching Assistant.
- Staff will ensure they recognise the person collecting the pupil and will operate a 'hand over' policy.

Key Stage One (Y1&2)

- There remains a 'Handover' Policy in Key Stage One, which means the member of staff must 'give' the pupil to a known adult at the end of each day.
- All pupils are dismissed from their classroom doors by their Teacher/Cover Teacher.

Key Stage Two (Y3-6) & Permission to walk home alone (Year 5 and 6 only)

- Year 5 & 6 pupils who have **signed parental permission (and the agreement of the headteacher)** to walk home independently are dismissed to the front playground.
- A permissions list for each class is available in both Year 5 and 6 classrooms with photos of the pupils (not openly visible). Supply staff are informed of this list when they arrive.
- Pupils who do not have permission to walk home alone, must wait with the school adult until their adult comes to the playground. Pupils must not be dismissed to a parent in the distance. Staff will ensure they have visual confirmation that the parent is aware the pupil is being released.

Permission to go Home

All teachers will be aware of who is picking up individual pupils. Any changes to this will be put up/added to the folder in each classroom so that both the teacher and pupil are aware. Pupils will be made aware by their class teacher.

Pupils are not allowed to leave with someone who does not have permission or who has not had a parent call in or email to make the school aware of the change.

Any person sent to collect a pupil from school must be **of at least secondary school age** and the parent of the pupil must have given consent. The school may check this consent prior to releasing a pupil.

Older pupils within our school (Year 5/6) will not be allowed to collect younger siblings, unless in exceptional circumstances which are agreed with the headteacher and written permission (letter or email) is provided by the parents.

In the case of marital or custody disputes, unless there is a Court Order in place and school have had sight of this, the school **does not** have the right to prevent a pupil leaving with either parent who has parental rights.

In the event of a Court Order, the school will only release the pupil to the parent stated at that time in the Court Order, unless prior written permission is granted by this parent. If a parent/carer, who is not named as having access/current responsibility for the pupil attempts to collect the pupil, the school will not release the pupil and will contact the parent/carer named on the Court Order as having current responsibility. If attendance at school results in risk to adults or pupils, the school will contact the police for support.

Should a parent/carer come to collect a pupil and the school suspect that they may be under the influence of drugs or alcohol, or otherwise unable to care for their child, we will detain the pupil and attempt to contact another carer (eg, the other parent or an emergency contact) to ask them to come

and escort the adult and child home. We may also contact the Social Services Duty Desk and/or the police for advice and support.

Monitoring

The school will regularly review this protocol, as it does all areas of safeguarding, to ensure the protocol is effective and appropriately implemented. End of day procedures will be monitored by the means of 'safeguarding walks' at least once a term.

Late Collection or Non-collection

It is the responsibility of all parents/carers to arrive in good time to collect their child. If a parent/carer/representative has not arrived after 15 minutes they are deemed late, and the following procedure takes place.

Procedure for Children Not Collected at the End Of The Day

- If a child is not collected on time, he or she will remain with the class teacher on the playground or at the point of dismissal for an extra five minutes.
- If there is still no collection, a staff member will escort the child to the office area and notify office staff.
- The teacher or member of office staff will contact a parent and then emergency contacts if necessary.
- A child will be supervised by school staff for a further 15 minutes.
- Late collections will be recorded on CPOMs when this exceeds **20 minutes** (or is repeated).
- In exceptional circumstances, two members of staff may walk a pupil home with the agreement of both the parent and the headteacher (DSL in her absence).
- If there is still no contact made, the Safeguarding Leads/Headteacher are to be informed and they will assume supervision.
- Information will be gathered as to the status of child (i.e. LAC, CIN, CP, not known to services etc.) and any relevant issues.
- **After an hour of late collection**, and if there is still no contact from parents, then social care will be contacted for advice/support.
- DSL/ DDSL will remain in school until the child is collected by either a parent, emergency contact or social care workers. If the child is taken into the care of Social Care, they will take over the responsibility for tracing the parents/carers and feeding back to school the outcomes of the situation.
- A school governor and a member of the Central Safeguarding Team may be contacted in case of emergency to support the DSL.
- When calling Children's Social Care (01522 782111) a DSL will have available the child's name, date of birth, parent name/s and address (information available on Integris).
- Only in exceptional circumstances will a child be taken home by staff members. Should circumstances require it, two members of staff must be present to walk a child home and a contact person must remain in school.
- Members of staff will not drive a child to their home unless there are exceptional circumstances to warrant this and/or as agreed with a parent or other statutory partners (i.e. social care/ police). For



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this to happen there must be adequate insurance cover and regard should be paid to any information regarding special needs or behavioural difficulties. Two adults should be present. This must all be with the agreement of the Headteacher/DSL or a DDSL in her absence.

Late collections (which are **repeated or over 20 minutes**), will be recorded on CPOMs. Parents who are repeatedly late in collecting will be invited to meet with the Headteacher to discuss how to improve this. If no contact can be made, and the child is over an hour late for collection, the school will contact the Local Authority's Children's Social Care Team. In these occurrences, the school's safeguarding policies will be followed and the incident recorded accordingly.

Before and After School Club Collection and Drop-off Protocols

Rationale

The school recognises the importance of keeping pupils safe and aims to provide a safe and secure environment. The objective of this policy is to ensure a smooth drop off and collection process to always be in place.

List of Attendees

- Club leaders (including external providers) will provide the office staff with a **weekly or termly updated list of attendees**. This list will be distributed to class teachers. Teachers are to tick off the pupils daily who will be attending a club and hand over to the leader at the end of the day.
- If there is a change to the previously agreed arrangement, parents/carers must notify the school office by **12 midday** on the day of the change. This change will be shared with class-based staff via CPOMs/email and followed up verbally.

Breakfast Club Drop off

- Our Breakfast Club will maintain a register of attendees.
- If they are expecting a pupil who does not arrive by 8:30am, they will call the parents and inform the school office at the start of the day.
- All pupils attending the Breakfast Club will be taken, by a breakfast club staff member, to their class at 8:45am.
- The adult will make sure the teacher is present and make them aware that they are dropping off the pupil.

In-School Collection

- Pupils must remain with and be supervised by their class teacher or teaching assistant, until they are collected by an adult from the after-school club
- Pupils from EYFS and KSI will be collected by the staff member from the club at 3:15pm.
- Pupils from KS2 will be collected by the staff member from the club at 3:20pm.
- In the event of a pupil being collected early from school during the day, the class teacher/office staff should inform the staff member of the club.
- In the event of a pupil missing who was expected to attend a club and his/her whereabouts are unknown, a staff member from the club must notify the office, and DSL immediately. Missing Child protocol will then be triggered.
- If a pupil is collected by a parent/carer at the end of the school day, but was booked into a club, the member of staff who hands-over the pupil will ensure that the club know they have been collected.
- If a Y5/6 pupil is booked into a club, they must attend even if they say they have permission to walk home alone, until such a time as the club staff can establish satisfactory permission from a parent/carer.

Use of School Premises for Non-School Activities & Events

As Keeping Children Safe in Education sets out:

Where proprietors hire or rent out school facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) they should ensure that appropriate arrangements are in place to keep children safe.

When services or activities are provided by the proprietor, under the direct supervision or management of their school staff, their arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The proprietor should therefore seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place to liaise with the school or college on these matters where appropriate. The governing body or proprietor should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

Therefore, the school will seek assurances that such lettings/providers/persons have appropriate safeguarding policies, procedures, and checks. The school will require the co-operation and understanding of these bodies to ensure children are appropriately protected.



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Parent/Carer Collection Permissions Letter



ST ANNE'S CE
PRIMARY SCHOOL

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Collecting Children at the End of the School Day

Please complete and return this form to school as soon as possible, ticking the correct boxes and providing up to date adult collection information. Pupils will only be dismissed to adults on this list.
This information will be stored in the Class Teacher's Collection Folder securely.

Child's Full Name _____

My child can walk home from school unaccompanied at 3:15pm (Year 5/6 only)

My child can walk home from an after-school club unaccompanied (Year 5/6 only) |

My child will be collected from school by an adult

The adults who will **regularly** collect my child are:

Name	Relationship to Child

Please confirm that you have sought permission from these adults for us to hold their information on file

If you arrange for someone else to collect your child, please notify us by email or telephone prior to **2.30pm** on the relevant day. Please pass on a password which you have also shared with the other adult.

Name of Parent/Carer _____

Signed _____ Date _____

