



## Collection and Non-collection of Children Policy

This policy applies to all pupils, including those in the Early Years Foundation Stage (EYFS).

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	1 September 2021
Renewal period	Annually
Review Date:	September 2022

# Collection and Non-collection of Children Policy

## Guidance

On admission to the school, parents are asked to complete specific information regarding contact information, emergency contact details and information about those authorised to collect their child from school.

While there is no legal age that children can walk to and from school unaccompanied, it is an offence to leave children alone if it places them at risk. The NSPCC suggests that risks associated with routes children take should be assessed alongside the child's own confidence. We suggest the use of the 'Test of Twelve' (see Appendix One) to support staff and parents with identifying whether their child is sufficiently mature and responsible to walk unaccompanied to school and that this should not happen prior to children moving into Year 5. Once agreed, parents can give written consent for their child to be allowed to leave school to go home independently by filling in a form provided by the school office. This is reviewed regularly. It will be made clear to children that this is a privilege which the school reserve the right to remove if the children do not behave in a trustworthy manner.

For all other children, the school staff will only hand children over to someone authorised to collect them. The school maintains a list of the adults authorised to collect each child and it is the responsibility of the parents to ensure that this list remains up-to-date and includes the names of any family member, child minder, friends or other school parents whom the parents wish to authorise to collect their child. Children in younger year groups cannot be collected solely by children in Year 5 or 6.

Any one-off changes to these arrangements must be communicated to the school by telephone or electronically at least half an hour before pick up or in writing (on the day of collection at the latest), providing the name of the person nominated to collect their child. A telephone call cannot normally be accepted in these circumstances. However, this can be accepted in an urgent situation, provided that the call can be verified as genuine.

If someone has to be sent to collect a child in an emergency who is not on their approved collection list, the family should supply the person with their password. Staff will verify the password on Arbor before releasing the child. If they have any concerns at all they will contact the parents first to check.

Parents must inform the school in the event of any circumstances in which someone has a restriction placed on them in respect of legal access to their child. We encourage parents to inform the school of anyone who may attempt to collect the child from school but no formal arrangement is in place. School will work with the family to put in place a suitable plan.

On occasions when the parents are aware that they will not be at home or at their usual place of work, they are asked to telephone, email or write to inform the class teacher or school office at the earliest possible point in time.

In the event that a child is not collected by an authorised adult at the end of a session, the school puts into practice agreed procedures. These ensure that the child is cared for safely by an experienced and qualified member of staff, who is known to the child. The school aims to ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

## Procedures

On admission to the school, parents are asked to provide specific home, work and emergency contact information and to ensure that this remains current. When someone other than a parent is nominated to collect a child, the school agrees with the parents how to verify their identity.

Parents are informed that, if they are not able to collect their child as planned, they must inform the school office or Extended Care without delay so that we can make necessary arrangements to look after their child until an authorised adult arrives. A child who is not collected within 15 minutes of the normal end of their school day will join the school's Extended Care, for which a charge is normally payable.

If a child is not collected by the expected time at the end of the school day, the following procedures will be followed

- All information regarding normal collection routines will be checked by the class teacher, school office, Head of Phase/Year Group, Assistant/Deputy Head or Head Teacher
- Parents will be contacted, using the contact information provided on admission and as subsequently amended
- Should the school be unsuccessful in contacting the parents, the school will attempt to contact the next person in the child's contact information. All reasonable attempts will be made to contact parents or nominated carers.
- The child will not be allowed to leave the school with anyone other than those for whom the school has received telephone, written or electronic authorisation.
- If there is no contact from the parents or nominated carers after an hour, or at the published end of the school's late-stay/after school care facility, the school will apply the procedures for uncollected children.

If a child is not collected by 6pm when Extended Care closes, the following procedures will be followed:

- Parents will be contacted
- The Extended Care Manager will stay with the child until someone comes to collect them
- Late fees will be applied

### **Procedure for uncollected children**

If there are serious concerns that a child has not been collected, the local authority Children's Services Department will be contacted.

- The child will stay at school with two members of staff, one of whom will normally be a member of the school's leadership team.
- Children's services will aim to find the parents or a relative and, if they are unable to do so, the child will be admitted into the care of the local authority
- Staff from the school will not look for the parent, take the child home, or take the child to their own home
- A full report of the incident will be placed on the pupils' file
- If regulations so require, Ofsted will be informed of the incident

This policy complies with the Statutory Framework and Practice Guidance for the Early Years Foundation Stage.

## APPENDIX ONE:

How do you know if your child is ready to walk or ride his/her bike to and from school? By discussing possible scenarios with him/her. Ideally, your child should know the following twelve points before s/he is ever alone in public. Talk about each one of the twelve points listed below from Gavin de Becker's book, *Protecting the Gift* to help establish their readiness or areas to support them with:

### The Test of Twelve

1. Does your child know how to honour his feelings? If someone makes him uncomfortable, that's an important signal.
2. Are you as the parent strong enough to hear about any experience your child has had, no matter how unpleasant?
3. Does your child know it's okay to rebuff and defy adults?
4. Does your child know it's okay to be assertive?
5. Does your child know how to ask for assistance or help?
6. Does your child know how to choose who to ask? For example, he should look for a woman to help him.
7. Does your child know how to describe his peril?
8. Does your child know it's okay to strike, even to injure, someone if he believes he is in danger, and that you'll support any action he takes as a result of feeling uncomfortable or afraid?
9. Does your child know it's okay to make noise, to scream, to yell, to run?
10. Does your child know that if someone ever tries to force him to go somewhere, what he screams should include, "This is not my father"? Onlookers seeing a child scream or even struggle are likely to assume the adult is a parent.
11. Does your child know that if someone says, "Don't yell," the thing to do is yell? The corollary is if someone says, "Don't tell," the thing to do is tell.
12. Does your child know to fully resist ever going anywhere out of public view with someone he doesn't know, and particularly to resist going anywhere with someone who tries to persuade him?

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