

# **St. Mary's Catholic Primary School**



## **Collecting of Children Policy**

## **Introduction**

Your child's well being is of great importance to the staff at St. Mary's Catholic Primary School, therefore, procedures for collecting children are followed to ensure your child's safety.

## **Arrival/ Departure times**

The school gates are open from 8.45am, the children are to go straight to their classroom. The school day starts at 8.55am and the children are registered as soon as they enter the classroom. The school day ends at 3.20pm for Reception pupils and 3.30pm for the rest of the school.

## **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. This information can then be used to identify the designated person(s). The form can be found [here](#).

## **Suitable person / Identification of Individuals**

It is the policy of the school that **no person under the age of 18 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 Senior Teacher. The Senior Teacher 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 Social Services or the Police will need to be contacted.

## **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.

**Foundation Phase and Key Stage 2 Children**

**1. UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED OFF THE PREMISES WITH ANYONE OTHER THAN AUTHORISED COLLECTORS i.e. THOSE SPECIFIED BY PARENTS/CARERS OR LEGAL GUARDIANS.**

2. Parents must name the authorised collectors of their child before the child starts school by filling out a form, either by paper form or electronically. If there are any changes to these arrangements parents need to inform the school immediately either by submitting a new form or contacting the school office. In cases where the new “collector” is unknown to the school, the school will ask for an introduction to the new “collector” to ensure they know by sight who it is collecting their child. (It is the parents/carers/legal guardian’s responsibility to ensure the school knows who will be picking up their child.)

3. If anyone other than an authorised collector is collecting, permission must be given by the methods stated above. This includes children being taken to parties by other children's parents, etc.

4. If there is a request for a specific person not to be allowed to collect a child (e.g. in child protection or custody cases) written instructions must be provided to the school by the parents/carers or legal guardians so the school is fully informed. The school will request a photograph of this person.

5. If in an emergency, a parent phones and asks for an unauthorised collector to collect the child that day, the school will ask the collector to confirm the child’s date of birth as a security measure. If the collector is unknown to the school, the collector will be required to pick the child up from the school office.

6. It is the parents/carers/legal guardian’s responsibility to ensure the safe collection of their children by facilitating the school with the correct and up-to-date information. 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.

7. If no-one arrives to collect a child and the parent cannot be contacted within half an hour of the end of the school day, the school will contact Social Services to inform them we have an uncollected child on the premises.

### **Children who walk home by themselves**

Only children in Year 6 are allowed to walk home with their friends or by themselves if parents/carers/guardians have given permission for this to take place. Children in lower year groups will not be allowed to leave school without being collected by an appropriate adult.

If parents/carers/guardians wish their child to walk home by themselves, a form needs to be completed stating that permission is given and describing the route to be taken. It is the parents/carers/guardians responsibility to ensure their child knows the route they are to take to and from school each day. The school must be kept up-to-date with this information and parents need to understand that they are then responsible for the safe departure of their children from school in this situation. However, every attempt is made to work with parents for the safe collection of their children after school.

### **Collecting of children using taxis**

If a parent wishes their child to be collected from school in a taxi without an authorised collector present, a written letter must be sent to the school giving permission and stating the name of the taxi company and the name of the driver. If a different taxi company or driver attempts to collect the child, the child will not be allowed to leave school and the parent/ carer/ guardian will be contacted to come and collect their child. It is the responsibility of the parent/ carer/ guardian to check the suitability of the taxi company and driver to collect their child from school.