

Park School - Collection of Children Policy

1. Statement

- 1.1. This policy refers to children in Reception (as part of EYFS) and children in Years 1 to 6.
- 1.2. In order to ensure the children in the care of Park School are safe and secure, and handed over to the correct parent or carer at the end of the day, the following procedures have been put in place. In the event that a child is not collected at the end of the day, agreed procedures (detailed below) will be put into practice. These procedures ensure that the children are safe and secure at all times, and that the child is cared for by an experienced member of staff.

2. General Procedures

- 2.1. Parents/carers are asked at the beginning of each academic year to provide specific information which is recorded on our Registration Form and Confidential Pupil Information form, including:
 - Home address and telephone number.
 - Place of work address and telephone number.
 - Mobile telephone number for both parents.
 - Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from school, for example a childminder or grandparent.
 - Information about any other person who has legal access to the child.
- 2.2. Parents/carers are asked to inform the class teacher if a different adult will be collecting their child at the end of the day, either with a note in the homework diary/home school book or by calling the School Office.
- 2.3. Parents/carers are regularly asked to update their contact information and staff will prompt parents if they know there has been a change in situation, for example moving house/separation of parents.
- 2.4. Parents are asked to inform the school office if a change in collection arrangements arises during the school day. The office will then inform the class teacher.

3. Procedures for uncollected children

- 3.1. In Reception if a child is not collected at the end of the day, staff will follow these procedures:
 - The child will be supervised from 3.10pm to 3.35pm in one of the Reception classrooms.
 - If the child has not been collected by 3.35pm see paragraph 3.2.
- 3.2. If a child is not collected at 3.35/3.40pm staff will follow these procedures:
 - The child will be taken to the 'Late Room' whereby they will be supervised by a member of staff.
 - If the child has not been collected by 3.55pm and no message has been received from parents then the duty member of staff will telephone the parents or contact adult to alert them that the child has not been collected.
 - At 4.00pm the child will be taken to the After School Care Club ('ASCC'). The school will charge parents the cost of one ASCC session.
 - Children can be supervised until 5.45pm at ASCC.
 - If a child has attended a club after school and has not been picked up by 4.40pm, they are taken to ASCC where a member of staff will phone parents to inform them.
 - If a child has not been picked up by the end of ASCC the members of staff supervising the ASCC will inform a member of senior management and wait with the child until the child has been handed over to a member of the Senior Management Team (or the parents).
 - The Senior Management Team will decide at which point it is appropriate to contact either Social Care or the Police.