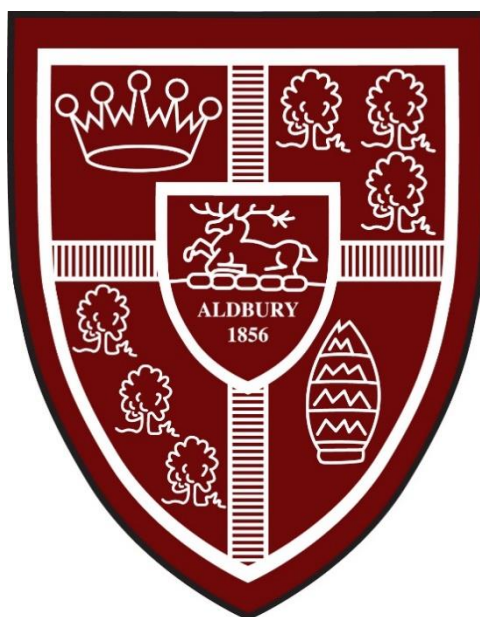


Aldbury C of E Primary and Nursery School



‘To live life in all its fullness’ (John 10:10)

Collection of Children Policy

Approved by: FGB	Date: September 2024
Last reviewed on: September 2024	
Next review due: September 2026	



Rationale

The Governing Body have adopted the *Hertfordshire's County Council School Safeguarding Practice Guidance: Drop off and collection of children* (February 2013) Section Three of this document outlines that all schools should have a local policy in place stipulating the age of older siblings collecting children from school.

The school has taken into consideration the professional advice of The Royal Society for the Prevention of Accidents and the NSPCC who recommend that no one under 16 should be left to care for a younger child.

Purpose

- To provide a clear and cohesive policy for staff and parents
- To prioritise the safety of all children (taking into consideration the surrounding roads and locality)

Outline of collection expectations

- All children from Early Years Foundation Stage to Year 4 are to be collected by an appropriate adult or elder sibling (16 years of age or older)
- Appropriate personnel and those with parental responsibilities are those listed by parents, carers and Social Workers on the School's computerised system.
- **If an arrangement has been made that someone, who is not on the contact list, is collecting your child then the school office must be contacted before the end of the school day via an email or phone call. Children will not be allowed to be collected unless there has been authorisation from the parent**
- Children in Year 5 and Year 6 are able to independently go home at 3:20pm (this is based upon the school's and parent's joint view that this is safe practice. Parents will be required to complete and sign a form which authorises this practice)
- **Parents who request their Year 5 and 6 child/children to walk a younger sibling home (Year 4 only) must put this in writing to the Head Teacher**
- For late collection the child will be taken to the school office where the appropriate adult can collect – this ensures that these children stay safe
- If a child attends an after-school club / school event (EYFS to Year 6) they need to be collected by an appropriate adult or elder sibling (16 years of age+)

Late Collection

Aldbury C of E Primary and Nursery School fully understands that at times parents may be running late to collect their child (3:20pm). A courtesy telephone call to the office enables the school team to inform the child the reasons for your late arrival avoiding any anxiety or distress. The child will be placed in the care of a member of staff until collection.

In the case that no contact has been made by the parent the school will attempt to contact the parent using the available contact numbers. If the parent cannot be contacted then the school will telephone the emergency contacts.

The school completes a late collection log every time a parent / carer is more than 10 minutes late to collect a child at the end of the school day / extra curricular activity or school event. This log is held within the Safeguarding file and is audited for repeated patterns of late / non-collection by the Designated Senior Persons.

(Further information regarding late collection and failure to contact parents / carers is available within the *Hertfordshire's County Council School Safeguarding Practice Guidance: Drop off and collection of children*, Section 5)



Two late collections from after school club will result in children not being able to attend the club for remainder of the term.

After a set amount of time (45 minutes) school will contact Children Services and/or Police.

Factors that may compromise a parent/carer's ability to offer safe care

If an adult with parental responsibility presents at Aldbury C of E Primary and Nursery School and staff are concerned that their presentation suggests they are unable to offer safe care, steps must be taken to clarify the situation and assess the risk to the child. When necessary safeguarding procedures will be followed.

(Further information including factors for consideration are available within the *Hertfordshire's County Council School Safeguarding Practice Guidance: Drop off and collection of children*, Section 4, P.10)

Monitoring and Reviewing

It is the responsibility of the Governing Body and Head Teacher to ensure that the expectations of this policy are met.

This policy will be reviewed in line with the Hertfordshire's County Council School Safeguarding Practice Guidance: Drop off and collection of children adopted by Aldbury Primary February 2013.