



Policy for Children Not Collected from School

Document Status			
Date of Next Review	July 2023	Responsibility	<i>Head Teacher</i> <i>Lisa Armstrong</i>
Success Criteria for review completion	Adopted by FGB	Responsibility	<i>Chair of Governors</i> Rev M Jackson
Date of Policy Creation November 2015	Adapted school written model	Responsibility	
Date of Policy Adoption by Governing Body July 2018		Signed Lisa Armstrong	
Method of Communication (e.g Website, Noticeboard, etc) Website			

This policy is written by NYCC Education Safeguarding Managers with acknowledgment that it is based on a policy written by Meadowside Primary School, Knaresborough. It has been adopted by Lythe CEVC School.

Purpose

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of a school day, and guidance for parents in the event of them being late/unable to collect their child.

Aims

- To keep children safe.
- To ensure that all members of the school community are aware of the correct procedures for the end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

Policy

- The school expects children to be collected at the end of the school day, which is 3:15pm for all children. We expect children booked into Seashells after school to be collected promptly at the time agreed when booking.
- All children are brought to the school door or gate by their teacher or teaching assistant on duty for their class and handed over to their parent/carer. Parents/carers are expected to wait on the playground or in the car park to collect their child (please refer to school newsletters and signage around school for current Covid arrangements).
- Children may walk home on their own if the class teacher has been made aware and a risk assessment has been completed with parents and child.
- If the person expected to collect the child is not there, the child will remain with the teacher or teaching assistant who is on door duty. Any child not collected within 10 minutes will be taken to the school office and should be collected from there.
- Please refer to **Guidance for Parents** within this policy for the procedure beyond this point.

Guidance for parents/carers in the event of a parent/carer not arriving to collect their child at the end of the school day

As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day.

Please ensure that the school has at least two up-to-date telephone numbers to contact you in an emergency.

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately (01947 893373)
- If you arrange for another adult to collect your child, you must let the school know the details of that person in advance.
- If you are unable to arrange for another adult to collect your child then the school will look after your child for ten minutes, supervised by a member of staff. If your child has not been collected after ten minutes, they will be placed in Seashells after-school club and you will be billed for one hour's care.
- If you or an identified adult have/ has not arrived by 4:15pm to collect your child and it is not possible to contact any of the emergency numbers to arrange collection, the school will contact the Customer Service Centre (Children's Social Care).

If a parent/carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:

1. The teacher will bring the child/children inside and ensure they are supervised.
2. Children who have not been collected by 3:25 p.m. will be supervised in Seashells (you will be billed for an hour's care).
3. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
4. If no contact has been made by the parent/carer, the office staff will attempt to contact the parent/carer and the emergency contacts by telephone.
5. Where appropriate, a member of staff will sensitively ask the child whether there is a reason that could account for their parent/carer being late.
6. Where appropriate, a member of staff will ask the child if they have any additional contact information.
7. School will continue to try and contact the parent/carer and the emergency contact/s.
8. If contact cannot be made with the parent/carer or the emergency contact/s by 4:15 p.m., school will contact the Customer Service Centre (Children's Social Care).

9. In an emergency, school will contact the police.

We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carer and s/he has given permission.

This policy is available on the school website and in hard copy from the school office on request.

Parents will be informed of the policy via the school newsletter.