

## **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 at 3.15 p.m. Parents are reminded to keep the area around the classroom doors clear to enable children to make a safe exit.
- Children in Years 5 and 6 may walk home on their own if parental permission has been given. Parental consent can also be given in writing throughout the year.
- If the person expected to collect the child is not there after the doors have closed, the child will be kept in the administration office and should be collected from there.
- If you or an identified adult has not arrived by 4.15pm to collect your child, the school will place the child into afterschool club with an additional cost to yourself. At 6:15pm if an identified adult hasn't arrived we will contact Children's Social Care via Integrated Access Referral Team (i-ART), where a duty social worker will take responsibility for the child/ren.
- As a parent/carer, it is your responsibility to ensure that your child is collected on time at the end of the school day.
- Please ensure that the school has 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 by telephoning 01606 288010.
- If you arrange for another adult to collect your child, you must let the school know the details of that person.

Parents will be informed of the policy in the school newsletter and it will be published on the school website.