



## Safe Collection of Pupils Policy

The Kite Trust is committed to equality and diversity.

We promote an inclusive culture for all our staff and the communities that we serve.

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Approved by:</b>	Academy Council	<b>Date:</b> Nov 2022
<b>Last reviewed on:</b>		
<b>Next review due by:</b>	Nov 2025	

### Statement of Intent

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. In the event that a child is not collected by an authorised person at the end of the Academy day the Academy puts into practice agreed procedures.

### Aim

The end of the Academy day is a busy time, and our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely. The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children leaving the Academy premises. In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

### The Authorised Adult

The Authorised Adult must be a responsible person aged 16 years or over. The person may be a;

- Parent/Carer
- Family member
- Child minder
- Neighbour
- Someone over the age of 16 who has the parent/carer's written permission to collect the child from Academy. Verbal consent can be accepted in emergency situations.

Infant children (those in Nursery, Reception, Y1 and Y2) may **NOT** be collected by other brothers or sisters in Academy. They should be collected by an authorised adult.

Early Years and Lower Academy teachers have been instructed **NOT** to release infant children to siblings from Upper Academy but to ask the Academy office to contact parents/carers to ensure they are collected by an authorised adult.

### **Methods**

Parents/carers of children in our Academy are asked to provide specific information at the beginning of each academic year which is kept in our data file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Emergency contact details
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the Academy i.e. child-minder, relative
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above we ask that the Academy office is notified immediately. When there is a change to the end of the day arrangements we ask that parents inform either the Academy office or the class teacher as soon as possible.

### **Safe Collection**

Academy finishes at 3.15pm.

All children in Reception Classes wait inside the building and are handed over individually to their authorised adult.

If you make arrangements for your child to be collected by another adult, it is important you ring Academy and inform the staff of these arrangements. Any unknown person collecting children will be challenged by staff and permissions checked with parents/carers. We will also check that children are happy to be handed over to these individuals and that they are known to them. If we do not receive a message directly from you we will not hand over your child. Siblings under the age of 16 are unable to collect.

Children in Years 1- 4 are taken to their dismissal place where parents are identified by the teacher/adult in charge and children are handed over to their authorised adults.

Children in Years 5 & 6 exit at the designated door to the KS2 playground to be handed over to their authorised adults.

Parents must ensure that they have completed the consent slip for Year 5 and 6 pupils to walk home unaccompanied. These names are recorded and the class teachers will only allow these pupils to leave the site without an adult. Other pupils will remain with their class teacher until a known adult collects them. Government guidelines advise that children below Year 5 (10 Years of age) should not be allowed to walk home unaccompanied.

Once a child has been handed over to a responsible adult, they are no longer the responsibility of the Academy. We ask parents/carers to remain vigilant after collecting their child to ensure they leave the Academy premises safely.

### **Other safety issues**

Parents are responsible for ensuring that their children do not access or use any areas of the Academy site that are prohibited. This includes playing on any outdoor playground equipment such as climbing frames, tyres or climbing

walls. This equipment is only permitted to be used by pupils of the correct age during the Academy day and under appropriate supervision.

For all pupils safety no football should be played on the playgrounds before or after the Academy day and no pupils should use bikes, skates or scooters etc. on the Academy site.

### **Extra-Curricular Clubs Arrangements**

Please note that ALL pupils will need to be collected if they are staying late at Academy for any reason. E.g. If your child takes part in football or choir, they will usually need to be collected at 4.15pm. **No pupils will be allowed to leave the Academy on their own at any time other than the normal end of the day at 3.15pm for safety reasons. This also applies to HLSA events.**

### **Breakfast Club and After Academy Club**

Families are able to drop off at breakfast club from 7:30am. Families need to ring the buzzer by the staff car park and a member of the team will come out and collect the child at the gate. No adults will be able to enter the site at this time.

To collect pupils from after school club, they need to ring the buzzer by the staff car park. A member of the team will ask who they are there to collect and who they are in relation to the pupil. This will be recorded on the register along with the time of collection. After school club will not be allowed to leave with any unauthorised adults. Siblings under the age of 16 are unable to collect.

Pupils should be collected promptly at 5.50pm by an authorised adult. Staff will deal with the safe collection and drop off of pupils in their care. Pupils will not be allowed to leave with any siblings under the age of 16. Parents collecting pupils excessively late will be charged by the Academy.

### **Communication**

As always, good communication between home and the Academy is vital so please let us know ASAP if there are any changes to your normal drop off and collection routines. Particularly if you will be late to collect your child at the end of the Academy day and please remember that it is a parent's responsibility to ensure children travel to and from Academy safely. Please talk to your children about staying safe.

### **When children are not collected**

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact the Academy as soon as possible to notify us that you may be late. If we receive no such message, the following procedure will be followed;

1. The child will remain with their class teacher/adult responsible for the class until their adult arrives.
2. If their adult is late (after 3:30pm), they will return into the building with their teacher and wait near the main office whilst staff try to contact parents/carers.
3. We inform parents that if children are not collected at the end of the day we follow the following procedures:
  - a. Messages are checked to see if there are any changes to the end of day arrangements
  - b. Parents/carers are contacted
  - c. If this is unsuccessful other authorised adults are contacted.
  - d. In the meantime the child will wait at the main office entrance under adult supervision
  - e. If no adult arrives to collect the children but contact has been made, after a further 15 minutes the academy reserves the right to place the child(ren) in our After School Club and charge parents/carers the full sessional costs.

### **Where NO authorised adult can be contacted**

4. After 30 minutes the child(ren) will be placed in the After School, Club and parents will be charged the full sessional costs. If the child(ren) has not been collected after one hour, (4.15pm) and no contact has been

made or arrangements agreed we will follow our Child Protection Procedures and contact the Local Safeguarding Team.

5. The Safeguarding Team will aim to locate the parent/carer or relative. If they are unable to do so the child may be placed into the care of the Local Authority.
6. The school will deliver a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child.
7. A full report of the incident will be written and recorded on CPOMs.

#### **Following a Late Collection**

- All late collected children will be recorded in the school registers and this information will be passed on to the school's Family Support Worker/Attendance Officer for further investigation.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents.
- Where there is no improvement in late collection a second letter will be sent and a referral made to our Kite Inclusion Team.
- Where children are collected more than 15 minutes late from a school-run afterschool club (e.g. football) on 2 occasions they will automatically lose their place at that club.



# Holly Lodge Primary Academy

## Permission for pupils to walk to and from school unaccompanied

Person with parental responsibility to complete and return this reply slip to school otherwise your child will not be permitted to leave school unsupervised.

Name of child: .....

I wish to inform you that my child will be walking to/from school on regular basis. I will notify you immediately should this arrangement change. I have read and understood the guidelines, systems and reasonable precautions set out in our safe collection of pupils policy.

Signed..... Date: .....

(Name print) .....