



## **PAULL PRIMARY SCHOOL**

### **DELIVERY AND COLLECTION OF CHILDREN POLICY 2018**

At Paull Primary School we aim to provide a safe, secure and stimulating environment within which all children feel cared for, supported and happy.

We aim to prepare children for adult life through developing an enthusiasm for learning and a willingness to persevere in the face of challenge.

#### **INTRODUCTION**

This policy will provide clear guidelines for parents/carers, authorised persons, governors and staff in relation to their responsibilities for the delivery and collection of children to school.

#### **AIMS OF THE POLICY STATEMENT**

The aim of this policy is to:

- Ensure the safe delivery and collection of children being cared for or educated on our premises.
- Encourage families to deliver and collect their child/ren on time.
- Comply with all legislative requirements.

#### **DEFINITIONS**

**Authorised person:** A person for whom the parents/carers have given authority to the school to collect the child. This person must be aged 14 years or more.

**Late collection:** When a parent/carer or authorised person collects their child/ren from the school after 15:30 hours, or after a designated finishing time for an after school club.

## **RESPONSIBILITIES**

### **The school is responsible for**

- Providing parents/carers with a copy of this policy, when their children start at the school and ensuring a copy is available for inspection at all times.
- Being available to assist in the situation of the late collection of a child. (refer to procedures in this policy)
- Contacting parents/carers/authorised persons, who do not follow the correct procedures stated in this policy.
- Contacting a parent/carer to gain authorisation if a person who is not listed as an authorised person arrives to collect a child.

Note: Between the hours of 8:40 am and 3:30 pm the supervision of children on the premises becomes the responsibility of the staff. This time is extended if the children attend a before or after school club.

### **Parents/guardians are responsible for:**

- Collecting their child promptly at the conclusion of the day/session.
- Ensuring their child (both KS1 and KS2) is signed out and back in when leave school for an appointment.
- Ensuring the child/ren's enrolment form includes details of persons who have lawful authority to collect the child/ren (usually the parents/carers) and any other persons authorised to collect the child/ren.
- Inform the school of any changes to who can collect their child/ren.
- Keep the school up to date with any changes in family circumstances.

## **ORGANISATION**

### **Delivery of pupils to school**

- Parents must ensure that their child arrives at school on time (8.55 am) ready for the school bell.
- The pedestrian gate will be opened at 8.40 am and a staff member will be on duty on the playground.
- All pupils, including the Foundation Stage, line up when the bell is rung on the playground until they are directed into the building supervised by teaching staff.
- On very wet mornings or when the playground is unsafe due to ice/snow, children will go straight into their classrooms on arrival at school between 8.40am and 8.55am. There will still be a member of staff on duty on the playground.
- Parents of the above pupils are able to remain on the playground until their child has entered the building if they wish to. If the behaviour of any parent is a cause for concern, this will be dealt with by a senior member of staff who may ask the parent to leave the premises, may exclude them from further entry

or may call the police if necessary, in line with the 'Managing aggressive behaviour from parents and visitors to our school' policy.

- The FS children line up with the other Class 1 children on the playground.
- At 9:00am the pedestrian gate will be locked and the only access will be through the main entrance.
- A Nursery child being delivered to school for the afternoon session will wait with the parent / carer at the front door for a 12:30pm collection by a Class 1 staff member.

### **Late delivery**

- Parents of all pupils who arrive late for whatever reason must enter school via the main office and sign their child in with a valid reason.

### **Persistent late delivery**

- Parents of all pupils who are persistently arriving late will be contacted by the School Business Manager and asked to attend a meeting at which they will be informed about their responsibilities.
- An attendance target will be negotiated between parents and the SBM and a review meeting put in place.
- At the review meeting parents will be warned that the EWO will be contacted if persistent lateness continues.
- Records of referrals to the EWO will be kept by the Headteacher.

### **Collection from school of Class 1 children**

- All children in Class 1 will line up at the Nursery door. The staff member will be positioned at the door to ensure that children do not leave the building without the person responsible collecting them. Parents/carers will need to remain outside until all children have exited.
- Parents/carers/authorised persons wishing to speak with staff involved in the dispersal of children will need to wait until all of the children have departed. For example, a person collecting a child informs the teacher that they cannot locate their child's jumper. The teacher would inform the person that they will be able to assist in finding the jumper once all children have departed.
- If a staff member is concerned that releasing a child to the parents/carers, or a person authorised to collect the child, could put the child at risk, the child will not be allowed to leave in their care.
- In the above case the person collecting the child will be asked to speak to the Headteacher or another senior member of staff. He/she will need to decide whether or not the child is safe with the parent/carers. If not, social services will be contacted and, if necessary, the police. This will be fully recorded and placed in the Child Protection file.

### **Collection from school of Class 2 and 3 children**

- Class 2 children line up at the back door. The staff member will be positioned at the door to ensure that children do not leave the building without the person responsible collecting them. Parents/carers will need to remain outside until all children have exited.

- Class 3 pupils are allowed to walk home alone with written permission from a parent/carer.
- Children not walking home alone are asked to wait on the playground with a member of staff from that class and procedures are as for Class 2 for matching up parent/carer and child.
- If any child expecting to meet a parent/carer and that person does not arrive then children are reminded not to leave the school premises if the person collecting them is not there. They should then go to the school office where staff will contact parents/carers for advice.

#### **Collection from clubs etc held after school**

- Parents must indicate on the consent form whether or not they are collecting their child (Class 3).
- Then procedures are as above for the relevant age of the pupil.
- Parents who are regularly late will, following a polite reminder, be informed that their child is unable to attend the club.
- Parents must wait on the playground when they come to collect their child from any after school event held on the school premises.

#### **Procedures for unlocking gates after school**

- At 3.25pm the pedestrian gate to the playground will be unlocked for parents to enter to collect children.
- All children should be in their classrooms from 3.25pm and the external doors secured until home time.

### **LATE COLLECTION OF A CHILD**

#### **Staff are responsible for:**

- In the situation where the parents/guardians or authorised person is late in collecting their child/ren and has not notified the school that they will be late, the staff member is responsible for contacting parents/guardians and, if they are not available, contacting the other persons authorised to collect the child/ren on the child/ren's enrolment form requesting that they collect the child/ren as soon as possible.

#### **The parents/guardians/authorised persons/carers are responsible for:**

- Informing, as soon as reasonably possible, that their child will be collected late, the reason for this and an approximate time for collection.
- Ensuring that late collection is not a regular occurrence.

#### **Consistent late collection from school.**

If parents are regularly late collecting their child from school, the Headteacher will contact them to discuss the matter further. If there are no improvements, the matter will be referred as a Child Protection issue.

*Approved by Governing Body* \_\_\_\_\_ *Date* \_\_\_\_\_  
*Chair of Governors*

\_\_\_\_\_  
*Headteacher* *Date* \_\_\_\_\_