

St. Columba's Primary School

Collection of Children Policy





ST COLUMBA'S PS STRAW COLLECTION OF CHILDREN POLICY



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 our 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. This is 2pm for P1- P2 pupils, 2.50pm for P3-P4 and 3pm for P5-P7 pupils. Please arrive promptly as teachers will have teaching, planning and other duties to complete.
- Parents **MUST** park cars in an allocated parking bay and come forward to the footpath in front of the school to collect their child/children. Parents are asked to make sure they are visible to their child. Children will then be released to their parent/carer.
- We are aware that parking spaces are limited but may we also please request that adults collecting children **DO NOT double-park** as this restricts greatly the movement of many other cars.
- Many of our children have written parental permission to walk, scoot or cycle home; therefore, it is very important that there is no parking on the pedestrian crossings on our school grounds as they must be kept clear to ensure children's safety. There are **NO** exceptions to this policy.
- In an effort to reduce congestion it would be appreciated if cars parked appropriately and drivers and children returned to cars as quickly as possible. We thank you for your cooperation on this matter.
- If a person **other** than a parent/carer is asked to collect the child it is important that the school is informed.
- **If the regular collector is a person other than a parent/carer (e.g babysitter/grandparent) please give them a copy of this policy.** School can provide you with extra copies.

- Any child not collected within 10 minutes will be taken to sit in the school and should be collected from there.

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. It is essential that parents/carers provide the school with a record of their contact details i.e. names, addresses, home, work and mobile telephone numbers. Parents should also provide the school with the contact details of at least two other relatives/carers who can be called when the parent/carer cannot be contacted or in the event of an emergency. If children are picked up by a baby-sitter or After -Schools club their details should also be provided. Should any of these details change, parents/carers should inform the school immediately.
- If you wish that your child should walk home every day you will need to give written parental permission to the school.
- 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 02879628685
- If you arrange for another adult to collect your child, you must let the school know the details of that person.
- Parents are expected to keep babysitters and After-Schools clubs informed of any changes to the end of school day pick up times. This is particularly important on early closure days or in the event of pupils attending after schools clubs.
- If you are collecting a child early, please always enter the school building at the front door, wait in the foyer and a member of staff will get the pupil(s) concerned. This complies with Child Protection Procedures and means that we can also monitor anyone who comes into the school building. This is also a necessity in order to comply with Fire Safety Regulations. Please write in the visitors' book if you have collected a child/children so that in the unlikely event of a fire we know that pupils have left the building for the day. We can also then help on occasions where there are miscommunications between parents/babysitters about pick-ups as any member of staff can let the other party know with whom the child has gone home.

Thanks for your cooperation in keeping our children safe.



If contact has not been made by 5pm a telephone call will be made with social services informing them of the situation in compliance with Child Protection Protocol.

The following information will be required:

- Child's name
- Date of birth
- Address
- Parent/carer/alternative carer details - names and addresses
- Gender
- Ethnicity
- Religion
- Language spoken
- Special dietary needs
- SEN/behavioural difficulties/medical needs
- Home/work and mobile telephone numbers
- Any current or previous child protection concerns
- Any previous incidents of not being collected from school

If there are any concerns about the welfare of the parent/carer, social services will ask the local police to visit the home address.

In the event that the child is in immediate need of protection, the police, who have emergency protection powers, will be contacted.



Signed: _____ (Chairman of Board of Governors)

Signed: _____ (Principal)

Date: 3rd February 2015