

ROSEACRE PRIMARY ACADEMY



Ethos Statement

This policy reflects our Academy's ethos, which promotes, recognises, celebrates and welcomes diversity, tolerance, respect and honesty. The policy ensures fairness and equality, regardless of age, disability, religion, gender, sexual orientation, ethnicity, attainment or background. The policy abides by the Equality Act 2010, promotes fundamental British values and community cohesion.

Rationale

To ensure the safeguarding of all children, Roseacre Primary Academy has a procedure in place for the safe collection of all children at the end of the day, and guidance for parents/carers in the event of them being late.

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.

There is an expectation that children will be collected at the end of the school day, which is **3.15pm for all classes.**

The school gates are opened at 3.00 pm; parents and carers are reminded to keep the area around the classroom doors and window clear to enable children to make a safe exit.

Children in Reception are dismissed at 3.00pm and handed over to their carer. Parents/carers are expected to wait outside in the playground until Reception staff open the external door. Parents to collect child from their individual classrooms.

Children in years 1 → 6 are dismissed at 3.15pm. Parents/carers are expected to wait for their child on the playground. Upper KS2 (Y5 & Y6) children may walk home unaccompanied as long as the class teacher has been made aware. If the person expected to collect the child is not there, children remain with the class teacher. Any child not collected within 10 minutes will be taken to the main office and parents/carers will be contacted.

Please refer to **guidance for parents** within this policy for the procedure beyond this point.

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

If you are unexpectedly delayed and are going to be late picking your child up from school, please contact us immediately by telephoning (01253 319000). This will enable us to make arrangements for someone to take care of your child until you arrive.

There are rare occasions when parents may not be able to collect their children promptly from school, or make arrangements for their collection at the end of the school day. If you find yourself in this position, please contact school as a priority.

As a parent, it is your responsibility to ensure that your child is collected at the end of the school day. Please ensure that school have up to date telephone numbers to contact you in an emergency.

If you arrange for another adult to collect your child, you must let your child's teacher know either in writing or by phoning the school office and leaving a message.

We will not allow a child to be taken home by another adult unless this has previously been arranged and permission given.

Unless we hear from you, we will assume that you agree to the school and other agencies making whatever arrangements are necessary to safeguard your child.

Doctor and Dentist Appointments

Wherever possible medical appointments should be made outside the Academy day. However, if this is not possible, in exceptional circumstances, parents MUST inform the school office in advance of the appointment and produce the appointment card for evidence. Children will be signed out from the main office and on return to school.

Suitable Persons and Identification of Individuals

Parents must nominate a responsible person to pick up their child. It may not be appropriate for another older, primary school aged child to have this responsibility, and it would be a judgement call based on the age and maturity of any other young person under the age of 18.

If a staff member feels that the person collecting a child may be under the influence of either drugs or alcohol, and the safety and wellbeing of a child is compromised, the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead or any member of the Senior Management Team will be contacted to assess the situation to establish whether the adult appears to be able to take responsibility for the child.

If a child is considered to be at risk, alternative appropriate action will be taken, either to contact another person on the emergency contact list or family member. In the event of no appropriate adult available, school will contact Pupil Welfare Services and/or Police.

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Relationship Breakdowns (separated parents)

In the event of the breakdown of a relationship between a child's parents or guardians, the Academy cannot deny any parent the right of access to their child unless there is a court order or identified Child Protection issue preventing one parent having contact with a child. To abide by any court order, the Academy MUST have seen a copy of the legal document.

Nursery Bus

Children being collected by the Nursery Bus must be escorted to the front entrance and handed over to the external nursery staff who will take responsibility for those children and supervise them from the school premises to the waiting bus. In the event that a child refuses to leave the premises and get on the bus, the parent will be contacted and the child will remain in school until a parent or appropriate adult collects the child.

If a parent or carer does not arrive to collect their child at the end of the school day and there has been no message left, school will take the following steps:

1. If a child is not collected at the end of the school day, teachers will bring children back inside off the playground and ensure they are supervised.
2. Children who have not been collected by 3.15pm will be supervised in the main office.
3. The member of staff will check with the office whether the parent/carers has telephoned and left instructions or an estimated time of arrival.
4. If no contact has been made by the parent/carers, the office staff will attempt to contact parent/carers or the emergency contact, by phone.
5. Depending on the age of the child, a member of staff will sensitively ask the child whether there is a reason that could account for their parent/carers being late.
6. School will continue to try and contact the parent/carers or the emergency number they have been given.
7. Depending on the age of the child, a member of staff will ask the child if they have any additional contact information, e.g. mobile phone number.
8. If contact cannot be made with the parent/carers or the emergency contact by 4.30pm (when the main office closes) school will have no alternative but to contact the Pupil Welfare Service (late pick up) on 01253 476478/476524 or 476799.

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Reporting

If a child is picked up late, a record of the time and reasons for the delay will be recorded on CPOMs and SIMS. It is important to establish how and why the circumstances arose and to ascertain what the parent must do to avoid a recurrence of the situation.

This policy will be posted on the Academy website and held electronically on the 'Shared Drive'. A paper master copy will be held by the Headteacher as part of the Safeguarding Suite of Policies and should be signed for by all Academy staff.

This policy will be reviewed in the autumn term of 2019.