



WEST BUCKLAND
PRIMARY SCHOOL
AND NURSERY

West Buckland Primary School and Nursery

Pupil Collection Policy

Arrangements for collecting pupils

Parents will be informed, when their child starts school and at the start of every school year, the procedures for collecting the pupils at the end of the school day. If this changes, parent/carers will be informed. Parents must abide by the school's procedures for collection, to ensure that the pupils are dismissed safely.

Appointments

Parent/carers are advised to make appointments outside of the school day where possible. However if a parent/carer needs to collect the pupil early for an appointment, then a copy of the appointment letter/card should be shown to a member of staff in the school office, in advance.

Contact Details

It is essential that parents provide the school with a record of their contact details, i.e. names, addresses, home, work & mobile telephone numbers. If possible, parents must 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. The school will endeavour to keep this record up to date by reminding parents of the need to notify the school of any changes biennially.

Persons collecting Pupils

It is not school policy to allow any unknown persons to collect pupils from the school. If a 'new person' is going to be collecting a pupil at the end of the school day, the school must be informed by the parent/carer (with a brief description of the adult who is going to be collecting the pupil). Under 18's are not permitted to collect pupils at the end of the day.

In case of illness

In the case of a child becoming unwell a parent/carer will be contacted to come and collect. The expectation is that a child is collected immediately to meet the health and emotional needs of the child and to minimise the risk of cross infection to others. If there is repeated and undue delay over collection, then this matter will be brought to the attention of the Headteacher, and if appropriate, the issue will be raised with Children and Young Peoples Services (CYPS).

Late collection

We appreciate that on the odd occasion a child may be collected late - in such a case the parent/carer is responsible for calling ahead to inform the office.

Where this goes past 15:20 the child will be taken to After School Club and parents will be charged £5 for this.

Managing Parents / Carers

School staff will immediately alert the Headteacher, or other school leader, if they consider a parent/carer is under the influence alcohol or drugs when attempting to collect a pupil. If the pupil is thought to be potentially 'at risk' or likely to suffer 'harm' by leaving the school premises with the parent/carer, then the school will refuse to hand over the pupil – this will happen if the parent/carer is in no fit state to take charge of the pupil. The appropriate services will be notified immediately, i.e. the police, who have emergency protection powers, and social care.

The school's designated person for child protection will record both the incident and any resultant actions taken following the school's safeguarding procedures.

Procedures for dealing with children who are not collected at the end of the day

West Buckland Primary School and Nursery recognises that it has a statutory duty to safeguard and promote the welfare of its pupils, and that this duty extends to having arrangements in place for dealing with pupils not collected from school at the end of the school day or school activity.

School Protocol:

The following protocol explains these arrangements:

1. The school agrees to care for a pupil who has not been collected until such time as he/she is collected by a parent/carer, or appropriate alternative arrangements are made with social care and/or police to ensure the child's safety.

However, it is also acknowledged that Year 5 and Year 6 pupils can travel independently between home and school, and when considering these children's circumstances the timescales will not need to be applied unless a pupil confirms that they are expecting to be collected by an parent/carer.

The school's designated person for child protection will keep a record of every occasion when a parent/carer does not collect a child from school or are late in doing so for no good reason. Any child welfare concerns arising out of such incidents will be dealt with in accordance with the school's child protection procedures. Instances of the same child repeatedly not being collected on time may result in a referral to Children and Young People's Services.

2. Timescales:

When	Nursery	EYFS/KS1	KS2	Responsible person
5 minutes late	Child taken to school office. Phone call home made, if no answer, other contact numbers called.	Child taken to school office. Phone call home made, if no answer, other contact numbers called.	Child taken to school office. Phone call home made, if no answer, other contact numbers called.	Class teacher or Teaching Assistant
10 minutes late	The child will remain in the Nursery and supervised by Nursery staff.	Appropriate H&S details will be shared with after school club. Pupil taken to after school club.	Appropriate H&S details will be shared with after school club. Pupil taken to after school club.	Headteacher or other senior member of staff.
30 minutes late	Social Services will be contacted and provision will be made for the child to be looked after until contact can be made with a parent/carer. This may involve using the police to search.	Social Services will be contacted and provision will be made for the pupil to be looked after until contact can be made with a parent/carer. This may involve using the police to search.	Social Services will be contacted and provision will be made for the pupil to be looked after until contact can be made with a parent/carer. This may involve using the police to search.	Headteacher or deputy.

Year 5 & Year 6 end of the day collection arrangements: In most cases children are ready to be given some extra responsibility for their journey to and from school when they reach Upper KS2. We ask all parent/carers to make arrangements for their children to be brought to school in the morning and picked up at the end of the day for their first term in Y5. If a parent/carer thinks their child's journey is safe and their child is able to do all or part of it on their own they can let us know that these arrangements will change.

3. A record of the incident will be kept in school for each occasion where a child is not collected on time (see above). The Headteacher will be informed and will carry out a risk assessment to ascertain why the child was not collected. If there is significant concern or if the child is left on several occasions then the Headteacher may call the parent/carer to a meeting to discuss the reasons, or may contact Children and Young Persons Services for further advice.

Children and Young People's Services will give advice and may carry out appropriate checks and make further attempts to contact the parent/carer, although they will normally request that the child remains at school for as long as possible in case the parent/carer arrives late. If there are any concerns about the welfare of the parent/carer, Children and Young People's Services will ask the local police to visit the home address.

4. If attempts to contact a parent or appropriate carer are unsuccessful, social care will arrange for the child to be collected and taken to a place of safety e.g. a family centre or temporary foster carer. They will notify the school of the child's placement and provide contact details as appropriate.

Plans for transporting the child will depend on local arrangements which should take into account staff availability out of hours, the need for adequate insurance cover, safe seating (car seat), appropriate gender balance, and any information about special needs or behavioural difficulties etc. provided by the school. Where possible, two adults should be present.

5. Parent/carers who are consistently late in dropping off or collecting their child will be made known to the Children and Young People's Services and the Education Welfare Service and asked to sign a 'Dropping off and Collection Agreement'

Major Incidents

If an incident occurs which results in a large number of children not being collected, the Children and Young People's Services and the Education Welfare Service will be contacted at the earliest opportunity if it is necessary to accommodate the children overnight until appropriate carers are located.