



**Policy:** Collection of Children  
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In order to safeguard all of our pupils at West Kirby Primary School it is essential that the school ensures all children leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school. Sometimes there may be one-off arrangements. For this reason, we have set out clear procedures which all staff and Parents/Carers must adhere to, to ensure the safeguarding and wellbeing of all pupils.

The aim of this policy is to:

- Keep all pupils of West Kirby Primary School safe.
- Ensure all staff members are aware of the correct procedures for the collection of children.
- Make Parents/Carers aware of the expectations regarding collecting children.
- Highlight the importance of timely and informative Parent/Carer communication.

Please note that this policy only applies to instances where pupils are collected from school.

## **Roles and Responsibilities**

The **Headteacher** is responsible for:

- The overall implementation of this policy.
- Communicating this policy to all members of staff, Parents/Carers and publishing on the School Website.
- Liaising with Parents/Carers to establish if individual pupils need extra assistance.

WKPS **Parents/Carers** are responsible for:

- Adhering to the principles outlined in this policy.
- Ensuring their child is aware of, and adheres to, the established route for travelling to and from school.
- Informing school when their child has not returned home from school.
- Communicating to the school, via the School Office if they are going to be late to collect their child.

WKPS **Pupils** are responsible for:

- Behaving appropriately when travelling from school.
- Letting staff know if they do not recognise the person who is collecting them.
- Letting staff know if they are worried about anything connected to collection.

### **General Collecting Procedure**

Children are to be collected at the end of the school day (3:20pm) from their child's class teacher or the member of staff supervising the class at the time.

Children must inform their teacher or member of staff when their agreed adult has arrived.

Staff members will supervise the playground until all pupils have been collected.

The school gates will be locked at 3:30pm by a member of WKPS Staff. When possible, a member of staff, usually a member of SLT, will be present on the exit gate at the end of the school day. At times this is not reasonably practicable; therefore, Parents/Carers are reminded that all children are the responsibility of the person who is collecting once they have been dismissed from their class.

Parents/Carers will promptly collect pupils at the end of the school day, which is 3:20pm, from the playground. Parents/Carers will be made aware of the expected conduct when they are collecting pupils, e.g. that the school is a smoke-free zone. Please refer to the Parent/Carer Code of Conduct.

**In EYFS (F1 & F2) and Year 1 & Year 2 a password system will be used if staff do not know/recognise the person who is collecting. Children in EYFS (F1 & F2) and Year 1 and Year 2 must be collected by a responsible person who is 18 years or older. Children in Year 3, Year 4, Year 5 and Year 6 must be collected by a responsible person who is 16 years or older.**

However, if they have permission, Year 5 and Year 6 are allowed to leave school at 3:20pm and walk home without an adult. Pupils will only be allowed to travel home on their own when they are in Year 5 and/or Year 6. All requests to walk home unaccompanied must be completed through the Microsoft Form which can be requested from the School Office. The school keeps a register of children who have permission to walk home independently, which is shared with the child's class teacher. Children must notify the class teacher when leaving school. The children will always be encouraged to walk home together in pairs and to demonstrate the correct behaviour when leaving the school premises and walking home. It is the responsibility of the receiving adult to check that the child has arrived home within the expected timescale.

The permission for Year 5 and Year 6 only apply to children leaving school at the end of the school day. Any child leaving school early (e.g. for medical reasons) must be collected by a responsible adult.

West Kirby Primary School will not allow children to leave the school premises after 4:30pm on their own. For example, if an event had taken place at school and finished at 5:00pm, they would need to be collected and adhere to the ages stated above.

All children attending WAVES need to be collected.

Staff members will not release a pupil if it is felt that the Parents/Carers are not in a fit state to ensure the pupil's safety or if the pupil shows signs of distress or anxiety. In these cases, the school's Child Protection and Safeguarding Policy will be followed and children's social care, and the police if appropriate, will be contacted. Pupils will only be permitted to leave the premises with adults who are registered with the school as a person with collection responsibility, or if the school has been informed of a specific arrangement for that day.

Under no circumstances will staff members take pupils home themselves.

### **Early Collection Procedure**

Whenever pupils need to be collected before their formal dismissal time, Parents/Carers must provide prior notification by emailing or by telephoning the school.

At the time of early collection, Parents/Carers must report to the school office. Parents/Carers are required to sign the child out with the time that the child is being collected. Office staff will notify teachers that the Parent/Carer has arrived to collect the pupil. Parents/Carers are kindly requested to wait in the office area for their child to arrive from the class. The children are not permitted to press the green button by the exit to open the door and let themselves out. Parents/Carers are expected to remind their child about this rule and to resist encouraging children to press the button.

The School recognises that at times, pupils will need to attend appointments, including medical appointments during the school day. In such cases, Parents/Carers are welcome to collect their child for the appointment and then return them to school during the school day. Parents/Carers are required to sign their child out of school. When Parents/Carers return their child to school, they must report the child's return to the school office and sign their child back in, so that the school is aware that the child has returned and is back on the school premises.

### **Supervision before and After School**

The main school gates open at 8:30am. Staff will be present on the playground between 8:30am and 8:40am.

The whistle for the start of the school day will go at 8:40am.

There is no school staff supervision on the playground after 3:20pm. Once the children have been dismissed to whoever is collecting them, they are their responsibility.

With the exception of Year 5 and Year 6, children should not be dropped off and left on the school playground unsupervised. If this happens the children may be placed in WAVES and Parents/Carers will be billed accordingly. Year 5 and Year 6 children who may walk on their own to school should not arrive at school with a younger sibling to supervise until 8:40am. All children in F1 – Year 4 should have an adult with them until 8:40am.

The following are not allowed before/after school – use of any EYFS Equipment, use of the Trim Trail or ball games. All scooters and bikes should be dismantled at the gate and not used on the playground.

Year 5 and Year 6 who may have mobile phones with them due to walking to/from school unaccompanied should ensure that these are turned off as they enter the playground.

### **Parental Responsibility**

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school, which will be respected by the school.

In the event of any dispute, it is the responsibility of the Parents/Carers to notify the school of the arrangements that have been made.

The school will of course comply with any court orders that may be in place. It is important that this is shared with school as long as the court has given permission to do so.

### **After School Clubs**

#### **This does not include WAVES**

The majority of after-school clubs and extra-curricular activities will finish by 4:20pm. Parents/Carers should follow the normal collection procedure, as outlined in the 'General collection procedure' section of this policy, when picking up children from after-school clubs.

Year 5 and Year 6 children can walk home after an after school club or an extra-curricular club, which ends at 4:20pm, as long as permission has been given via the School Office and it is part of the normal dismissal routine for the child.

Where after-school club provision is provided by an external organisation, it will be the responsibility of that organisation to implement an appropriate process for the collection of pupils, ensuring that they effectively identify and respond to safeguarding concerns.

### **Late Collection Procedure**

Parents/Carers will notify the school at the first possible opportunity if they believe they will be late to collect their child.

The school will allow for a 10-minute window for late arrival. If a pupil has not been collected by 3.30pm, a staff member will escort them to the school's main office. Staff will then aim to contact the pupil's Parents/Carers.

If the pupil's Parents/Carers cannot be reached via the contact details provided, emergency contacts will be contacted, and the school will continue to try and contact the Parents/Carers. If the Parents/Carers and emergency contacts cannot be contacted, the non-collection procedure will be followed as outlined in the non-collection procedure section of this policy. The school will hold at least one emergency contact for each pupil and will have more than one where reasonably possible. All staff members, including those in charge of after-school

activities, will be aware of the school's internal procedure for late collection and will ensure that the situation is resolved whilst causing as little distress as possible to the pupil.

While awaiting collection, pupils will be supervised at all times, ensuring appropriate staffing ratios are met. Where appropriate, a staff member will sensitively ask the pupil whether they are aware of any reason that could account for their Parents/Carers being late.

It is possible that the child may need to be put into our after-school provision, WAVES. Every case will be reviewed independently and Parents/Carers may be charged for their child's time in WAVES to cover the cost of staffing and food.

### **Recurrence of Late Collection**

The length and frequency of late collections are monitored by the school. The school will keep a record of incidents where Parents/Carers are late with no reasonable explanation.

Concerns regarding a pupil's safety and welfare associated with late collection will be dealt with in accordance with the school's Child Protection and Safeguarding Policy. In the event of recurrence of late collection, where no reasonable explanation has been given, a letter will be sent home to the Parents/Carers inviting them to a discussion.

Parents/Carers will be made aware of the arrangements that may be put in place if they continue to collect their child late, including the school's right to enforce a penalty charge and/or charges for attending WAVES. Please see WAVES policy for costs and late fees.

### **Collecting a child on someone's behalf**

If a child is to be collected by someone who is not a familiar adult or on the emergency contact list then the school office must be contacted and informed in advance of the new arrangements. In an emergency, verbal consent may be given for an agreed person to take their child home. This will be recorded on CPOMS.

Verbal consent will include a full physical description of the person, unless already known to the school. A password will be requested to be used by both parties to ensure the identity of the person collecting the pupil is the individual arranged by the parent.

Staff members who are unsure of an adult's identity will ask to see identification and/or a password.

As stated previously in this policy, the following must still be adhered to;

EYFS (F1 and F2) and Year 1 & Year 2 children must be collected by a responsible person who is aged 18 years or over.

Year 3, Year 4, Year 5 and Year 6 children may be collected by a responsible person who is aged 16 years or over.

On all occasions the staff member must be satisfied that it is safe and reasonable to do so. Under no circumstances will a pupil be allowed to leave school with someone if the child is showing signs of distress or anxiety.

If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:

- A staff member will take the pupil to the school office
- The pupil's parents/carers will be contacted for further advice
- A member of the SLT will be made aware of the situation
- If the pupil's parents are not contactable, the standard procedure for uncollected pupils will be followed.

### **Non-Collection Procedure**

The school will continue to try and contact the Parents/Carers and named emergency contacts in the event of a non-collection. A detailed record of the action taken, and the calls made, will be kept.

Under no circumstances will staff members go and look for the Parents/Carers. A staff member will supervise the pupil at all times.

If no contact has been made with the pupil's Parents/Carers or emergency contacts, and no one has arrived to collect the child within an hour since the original collection time – the end of the school day or at 4.20pm if it was pre-arranged for a pupil to attend a school club – the school's Child Protection and Safeguarding Policy will be followed and children's social care (Duty Social Worker), and the police if appropriate, will be contacted.

A member of staff will stay with the pupil until children's social care arrives. Once the situation has been resolved, the reason the circumstances arose will be established and noted, and steps to avoid recurrence will be taken by the school and parents/carers.

The Headteacher will be contacted by a staff member if they are off site at the time.

Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and amended where necessary.

### **Monitoring and Reviewing**

This policy will be reviewed on an annual basis by the Headteacher and Governing Body. The next scheduled review date for this policy is February 2025.

Any changes made to this policy will be communicated to all staff and Parents/Carers.