



North

Yorkshire County Council

Children and Young People's Service



## Barlby Bridge CP School Children not collected from school

### 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 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, which is 3.10pm for EYFS/ KS2 and 3.05pm for KS1. Nursery children are collected at 11.45am at the end of the morning session.
- The school gates are opened at 2.55pm. Parents are reminded to keep the area around the classroom doors clear to enable children to make a safe exit.
- Children in Reception are let out of class at 3.10p.m. and handed over to their parent/carer. Parents/carers are expected to wait in the Barlby Road playground to collect their child.
- Children in KS1 are let out of class at 3.05pm to ease congestion and handed over to their parent/ carer. Parents/ carers are expected to wait outside the glass doors adjacent to the classrooms.
- Children in Nursery are let out of class at 11.45am. Parents/carers are expected to wait for their child outside Nursery adjacent to the bike racks.
- Children in Year 3 are collected by parents at 3.10pm from the KS1 playground exit. Children in Year 4 may walk home with a sibling if parental permission has been provided. If you require an older sibling, not in attendance at the school and under the age of 16, to collect your child, they must be one of your named contacts and a written permission form must be completed and signed. This is available from the school office.
- Upper Key Stage Two pupils (Y5/6) may walk home on their own if the class teacher is aware and prior, written permission has been provided. School does not accept responsibility for pupils walking home alone and it is the responsibility of the parents to check that the pupil has arrived home safely.



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- If your child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff before 2.45pm. The adult nominated to collect a child must be one of those named by the parent.
- If the person expected to collect the child is not there, the child will return to the classroom and inform the class teacher. Any child not collected within 10 minutes will be taken to the school office and should be collected from there.
- Please refer to **Guidance for Parents** within this policy for the procedure beyond this point.

### **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.**

**Please ensure that the school has two up-to-date telephone numbers to contact you in an emergency.**

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately on 01757 703650
- If you arrange for another adult or older sibling to collect your child, you must let the school know the details of that person. Parental permission must be given if your child is to be collected by an older sibling under the age of 16.
- If you are unable to arrange for another adult to collect your child then the school will look after your child for a maximum of 30 minutes.
- If you or an identified adult have/ has not arrived by 3.45pm to collect your child, the school will contact the Customer Service Centre (Children's Social Care).

**If a parent/carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:**

1. The teacher will bring the child/children inside and ensure they are supervised.
2. Children who have not been collected by 3.20pm will be supervised in the school office
3. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.



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4. If no contact has been made by the parent/carer, the office staff will attempt to contact the parent/carer and the emergency contact by telephone.
5. Where appropriate, a member of staff will sensitively ask the child whether there is a reason that could account for their parent/carer being late.
6. Where appropriate, a member of staff will ask the child if they have any additional contact information.
7. School will continue to try and contact the parent/carer and the emergency contact/s.
8. If contact cannot be made with the parent/carer or the emergency contact/s by 3.45p.m. school will contact the Customer Service Centre (Children's Social Care).
9. In cases of persistent failure to collect children on time school will notify parents / carers and offer our assistance. This may be in the form of a referral to an Early Help Worker, support from in house staff or another relevant body. Should this prove to be refused or ineffective, governors will be consulted regarding the next steps that will be taken. Should the party be a child care professional, consideration will be given to reporting the company to Ofsted regarding concerns that they are failing to fulfil their duty of care.
10. In an emergency, Mrs Hughes or Mr Dyer (or the designated senior member of staff) will contact the police.

**We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carer and s/he has given permission, either in writing or via telephone.**

This policy will be kept in the school office and staff room.

Parents will be informed of the policy on the school website and in hard copy in the office.

This policy will be reviewed bi-annually by the Governing Body of Barlby Bridge CP School.

Signed \_\_\_\_\_ Stephen Walker \_\_\_\_\_ Chair of Governors

Signed \_\_\_\_\_ Claire Hughes \_\_\_\_\_ Head teacher

Date adopted by Governing Body \_\_\_\_\_ July 2022 \_\_\_\_\_



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