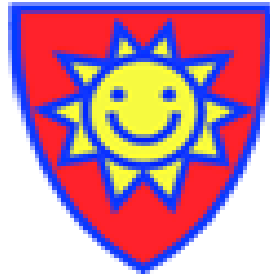


Enderby Road Infant School

Policy for Collecting Children from School at the End of the Day



PERSON RESPONSIBLE FOR POLICY:	Head Teacher
APPROVED: GOVERNING BODY	DATE: 1- 5-24
SIGNED: <i>S Walmsley</i>	ROLE: Chair of Safeguarding Committee
TO BE REVIEWED:	Summer 2027

Policy for Collecting Children from School at the End of the Day

There are no laws around age or distance of walking to school. A family's guide to the law states:

"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school."

Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. We are also mindful of **NSPCC** advice on road safety, which states:

- Children under eight can't judge the speed and distance of moving vehicles. They still need help when crossing roads.

However, as a school, we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

In setting our protocol for collecting children we have taken advice and guidance which states that it is for each school to decide and enforce its own pupil collection policy.

Our school policy is that parent/carers formalise collection arrangements with school to ensure that a suitably aged/responsible person will drop off and collect the children. To be clear, the school is not responsible for a child's safety on his or her way home.

All Pupils

- Permission and arrangements for children leaving the school at the end of the day will be confirmed by the parent/carer where they are not being collected from the school by a parent.
- No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.
- If a child is to be collected before the end of the school day, the school is to be notified on the same morning. On arrival to school to collect the child the parent/carer will report to the School Office. The child will then be brought, by staff, to the reception to be taken home by the parent/carer.
- If the person who normally picks a child up is not doing so then a note or phone call should be sent/made to school to inform us who is to pick up that day.
- Should arrangements change during the day the school must be contacted by telephone.
- If the parent/carer or alternative nominated adult is going to be late to collect their child, they should let the school know as soon as possible. We will keep children in school until their arrival.

Pupils in Foundation Stage or KS1 (Years 1 & 2)

All children in EYFS and Key Stage 1 should be picked up from the school site by a known, designated adult or siblings provided they are **16 years old or above**.

The following procedures will be followed for any child who is not picked up

- The child will remain with the class teacher for up to 10 minutes.
- After 10 minutes the child should be taken to the School Office. The administrative staff in the School Office will contact the parents by telephone.
- If other contacts are given on the child's confidential data collection sheet, they will be contacted.
- If no contact can be made with the emergency contact or parents the school will continue to try and make contact for a reasonable amount of time until 4.30pm, at the latest.
- After 4.30pm, if we have not been able to make contact then Social Services will be contacted for advice.
- Two members of school staff (which will normally include at least one Senior Member of Staff) will remain at school until Social Services make their decision as to whether it is a case of abandonment.
- The school will ensure that these protocols have been followed by staff and a note of all calls will be completed on CPOMS.
- If a child is frequently not collected on time then the Educational Inclusion Officer (EIO) will be contacted.
- **NO CHILD WILL EVER BE LEFT ON THE SCHOOL PREMISES UNATTENDED.**

The following procedure will be followed if any child is picked up by an allegedly impaired person.

- If the person picking up a child is, in the judgment of staff, impaired (under the influence of drugs or alcohol) and unable to adequately care for the child, the staff will not release the child to that person
- The child will be taken to the School Office and the Headteacher or a Senior Member of Staff will offer to call a relative or friend to pick up the person and child.
- If no contact can be made then Social Services will be contacted for advice.

IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE PLEASE ENSURE YOU LET THE SCHOOL KNOW AS SOON AS POSSIBLE