



**Policy for collecting children from school 2018**

**Kirk Smeaton CE (VC) School**

**Reviewed: Jan 18**

**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.

**Policy**

- The school expects children to be collected at the end of the school day, which is 3.25pm for Dolphins and Starfish classes and 3.30pm for Key Stage Two. When collecting more than one child from school, please collect from Starfish first, Dolphin second, Lions third and Eagles last.
- *Parents/carers are reminded to keep the area around the classroom doors clear to enable children to make a safe exit.*
- If someone other than the named parent (s)/carer (s) is collecting, parents/carers must inform the school office in advance. School will need the full name with either a photograph or a password that has been decided by the parent/carer and teacher/school.
- Children in Starfish, Year 1 and Year 2 are handed over to their parent/carer. Adults are expected to wait by the school shed in the playground to collect their child.
- Children in Year 3 and Year 4 will exit through the main door (next to the ramp). Parents/carers are expected to be visible for children and teachers to see and teachers will want to see the adult before the child leaves him/her.
- Children in Year 5 and 6 will leave from the Eagles side door. Parents/carers are expected to wait for their child by the main school gate in front of The Smeaton Centre. Children will make their way to their parents, but it is asked that all parents make themselves visible for children and teachers to see. We advise that all children are picked up from school however children in Year 5 and 6 may walk home on their own/ or down the drive to meet adults waiting in a car or cycle/scooter as long as the class teacher has been made aware and parents have signed the consent form (See appendix 1&2).
- Exceptional circumstances- if there is a particular family issue where a child could be in danger; please make sure the school is aware of it, the child will be asked to wait with the teacher until the appropriate adult is there to collect.
- 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 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 01977 620497. Your child will be added to the after school club in Starfish and parents will be charged for late pickups.
- The school keeps a list of pupils that attend the after school sessions, this is updated each half term. The after school provider are responsible for your child until the end of the session. It cannot be presumed that there will be any members of staff in school.
- If your child normally travels home on the School bus but has other arrangements on a particular day (for example; going to a friend's house for tea), it is Parents/Carers responsibility to ensure School is aware of this.
- **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;** The teacher will bring the child/children inside, speak to the child/children sensitively about any possible reasons why they maybe late, then a phone call will be made to the contacts that are on file. If contact cannot be made with the parent/carer or the emergency contact/s by 4pm School will contact the Customer Service Centre (Children's Social Care). In an emergency, school will contact the police. The child will be added the after school club and parents will be charged.

This policy will be kept in school office and on the school website. Parents will be informed of the policy on the newsletter. This policy will be reviewed annually by the Health & Safety Committee

Signed \_\_\_\_\_  
Signed \_\_\_\_\_

Chair of Governors  
Headteacher



North

## Yorkshire County Council

### Children and Young People's Service

#### Appendix 1 Year 5/6 Walking from School Unaccompanied Consent Form

By signing this consent form parents/ carers understand that:

- **You are granting permission for your child to walk from school alone**
- You will have taken every effort to advise your child on road safety before they walk from school
- You will have taken every effort to advise your child on appropriate behaviour before they walk from school
- You will have taken every effort to advise your child on stranger danger before they walk from school

By signing this consent form pupils understand that:

- You should walk from school in a safe manner, being aware of other road users and pedestrians
- You will always be considerate of all other children and adults within the school grounds
- You will always be considerate of all other children and adults who are coming to and from school
- You will remember that you are representing our school at all times when you are wearing our school uniform

Pupil's Name \_\_\_\_\_

Signed: Parent/ Carer \_\_\_\_\_ Signed: Pupil \_\_\_\_\_

#### Appendix 2 Cycling/Scooting from School alone Consent form

By signing this consent form parents/ carers confirm that:

- **You are granting permission for your child to cycle/scooter from school alone**
- Your child will wear an appropriate helmet
- Your child's bicycle/scooter will stay in good repair and will be safe to ride
- Your child will take every effort to protect their bicycle/scooter by bringing a suitable lock to secure their bicycle/scooter at school – a bike shelter is available near Dolphins Class
- You will have taken every effort to advise your child on road safety before they cycle home from school
- The school will make every effort to protect your child's bicycle/scooter while on school grounds, however you accept bikes are left at the owners risk

By signing this consent form pupils confirm that:

- You should ride to school in a safe manner, being aware of other road users and pedestrians
- You will always transport your bike around school by walking it carefully
- You will always be considerate of the safety of yourself and all other children within the school grounds
- You will always wear a helmet when cycling/scooting your bike from school
- You will safely lock your bike up in the bike shed
- You will look after your bike/scooter and make sure it is safe to ride
- You will never ride or touch another child's bike/scooter while at school
- You will always be considerate of the safety of pedestrians (children and their parents/carers) who are coming to and from school

Pupil's Name \_\_\_\_\_

Signed \_\_\_\_\_  
Parent/ Carer

Signed \_\_\_\_\_