



# Layfield Primary School

## Delivery and Collection of Pupils Policy

October, 2018

Review Date: October, 2020

1. Introduction

1.1 This policy provides clear guidelines for parents/carers, authorised persons, governors and staff in relation to their responsibilities for the delivery and collection of children to school.

## **2. Aims of the Policy Statement**

2.1 The aim of this policy is to:

- Ensure the safe delivery and collection of children being cared for or educated on our premises.
- Encourage families to deliver and collect their child/ren on time.
- Comply with all legislative requirements.

## **3. Definitions**

**3.1 Authorised person:** A person for whom the parents/carers have given authority to the school to collect the child.

**3.2 Late collection:** When a parent/carer or authorised person collects their child/ren from the school after 15:30 hours, or after a designated finishing time for an after school club

## **4. Responsibilities**

### **4.1 The school is responsible for**

- Providing parents/carers with a copy of this policy, when their children start at the school and ensuring a copy is available for inspection on the school website.
- Being available to assist in the situation of the late collection of a child (refer to procedures in this policy).
- Contacting parents/carers/authorised persons, who do not follow the correct procedures stated in this policy.
- Contacting a parent/carer to gain authorisation if a person who is not listed as an authorised person arrives to collect a child.
- Between the hours of 9:00am and 3:30pm the supervision of children on the premises becomes the responsibility of the staff. This time is extended if the children attend an after school club.

### **4.2 Parents/guardians are responsible for:**

- Collecting their child promptly at the conclusion of the day/session.
- Ensuring their child is signed out and back in when they leave the school premises, e.g. for lunch or an appointment.
- Ensuring the child/ren's enrolment form includes details of persons who have lawful authority to collect the child/ren (usually the parents/carers) and any other persons authorised to collect the child/ren.

### **4.3 Children are responsible for:**

- Waiting in school until a parent / carer / authorised person arrives to collect them.

## **5. Organisation**

### **5.1 Delivery of pupils to school**

- Parents must ensure that their child arrives at school on time (9.00am) ready for the first school bell.
- The pedestrian gate will be opened at 8.45 am. Parents / carers are responsible for their child/ren until they are handed over to school staff. A member of staff will be at the cloakroom doors from 8.55am when children are able to come in to school..
- The Nursery opens it's gates just before the start of their sessions at 8:45am and 12:30pm.
- On very wet mornings or when the playground is unsafe due to ice/snow, children will go straight into their classrooms on arrival at school between 8.45am and 8.55am. Parents may remain on the playground until their child has entered the building if they wish to.
- If the behaviour of any parent is a cause for concern, this will be dealt with by a senior member of staff who may ask the parent to leave the premises, or in extreme circumstances, exclude them from further entry or call the police.
- At 9:05am the gates onto playground are locked to secure the school site.

### **5.2 Late delivery**

- Parents of all pupils who arrive late for whatever reason must enter school via the main office and sign their child in with a valid reason.

### **5.3 Persistent late delivery**

- Parents of all pupils who are persistently arriving late will be asked to attend a meeting with the Headteacher.
- The above parents will be warned that the Educational Welfare Officer (EWO) will be contacted if concerns about punctuality continue.
- Records of referrals to the EWO will be kept by the Headteacher.

### **5.4 Collection from the school**

- Children line up in the classroom / cloakroom areas to await collection. A staff member will be positioned at the exit door to ensure that children do not leave the building without the person responsible collecting them. Parents/carers will need to remain outside until all children have exited.
- Parents/carers/authorised persons wishing to speak with staff involved in the dispersal of children will need to wait until all of the children have departed. For example, a person collecting a child informs the teacher that they cannot locate their child's jumper. The teacher would inform the person that they will be able to assist in finding the jumper once all children have departed.
- If a staff member is concerned that releasing a child to the parents/carers, or a person authorised to collect the child, could put the child at risk, the child will not be allowed to leave in their care.
- The collection of pupils from school should always be by a responsible adult. Should a parent / carer wish a person under the age of 16 to collect their child from school then they must request this in writing.

- In the above case the person collecting the child will be asked to speak to the Headteacher or another senior member of staff. He/she will need to decide whether or not the child is safe with the parent/carer. If not, social services will be contacted and, if necessary, the police. This will be fully recorded and placed in the Child Protection file.
- Pupils are only permitted to walk home alone after school if the parent / carer requests this in writing. This will only be permitted for pupils aged 10 and over, however requests will be discussed with parents should there be a concern regarding the child's safety (e.g. maturity, independence, etc)
- There will be occasions where an adult other than the class teacher will be responsible for children at the end of the school day. This may be another member of the school staff or a supply teacher. Were such an adult is unfamiliar with collection procedures, a member of the school staff will support to ensure that procedures are followed.

### **5.5 Collection from clubs etc held after school**

- Parents must indicate on the consent form whether or not they are collecting their child.
- Procedures are as above for the collection of pupils.
- Parents who are regularly late will, following a polite reminder, be informed that their child is unable to attend the club.
- Parents must wait in the school entrance area when they come to collect their child from any after school event held on the school premises.

### **5.6 Late collection of pupils from school**

- In the situation where the parents/guardians or authorised person is late in collecting their child/ren and has not notified the school that they will be late, the staff member is responsible for contacting parents/guardians and, if they are not available, contacting the other persons authorised to collect the child/ren on the child/ren's enrolment form requesting that they collect the child/ren as soon as possible.
- Parents are requested to inform school, as soon as reasonably possible, that their child will be collected late, the reason for this and an approximate time for collection.
- Parents must ensure that late collection is not a regular occurrence.

### **5.7 Persistent late collection from school**

- Parents of all pupils who are persistently arriving late to collect their child/ren will be asked to attend a meeting with the Headteacher.
- The above parents will be warned that the Educational Welfare Officer (EWO) will be contacted if concerns continue.
- Records of referrals to the EWO will be kept by the Headteacher.