

Courthouse Green Primary School



Procedures For The Collection Of Children

Collection Of Children

To ensure that children in our care are collected by authorised adults only, the following procedures must be adhered to:

- When a child is first registered at the school a collection detail form must be completed detailing those adults who have parental responsibility and any other responsible adults (**over 16 years of age**) who are authorised to collect the child. You must update and sign this form at the school office if there are any changes to the arrangements.
- The nominated adults should carry identification documents (preferably photographic) with them at all times.
- If an unauthorised person arrives to collect a child, either during the school day or at home time under no circumstances will the child be released to them. The school will contact the parents to confirm the name of the adult that has arrived. We will also expect the adult to show us an item that will prove their identity.
- If a known person arrives to collect a child but is not in a state deemed suitable to care for a child (e.g acting violently or under the influence of alcohol or other substances) then the child will not be released. Another authorised person will be contacted to come and collect the child.
- In the event of disputes between parents that have not been formalised through the courts we cannot prevent the child from being collected by one of the parents at the end of the school day. The other parent will be contacted to inform them that the other parent has come to collect the child. The child's best interests and welfare are of paramount importance and every effort should be made to avoid distressing scenes in front of the child. A meeting could be held with both parents to come to a mutual arrangement.

- In the event that there is a court order in place to prevent access by a parent we will adhere to this provided that we have a copy of the original document. We will place the copy on the child's file. All staff involved with the child will be made aware of the situation.
- Children in Years 5 and 6 will be allowed to leave school and walk home alone if parents have given their permission by completing and signing the section at the end of the collection form.

Late Collection

Should a child not be collected by the end of the day and we have not been notified of any reason for the delay then we will follow these procedures:

- We will make contact with the parent to find out why they are delayed.
- If the parents are not available we will try to contact the other authorised adults.
- While we are trying to contact parents, children will be taken to the Wraparound club, for which a charge of £9.25 will be made to the parents.
- If no contact has been made with a parent or other adult after 60 minutes we would speak to a senior member of staff who will liaise with the Duty Officer at Children's Social Care.