

COURTHOUSE GREEN PRIMARY SCHOOL

PROCEDURES FOR THE 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. This must be updated and signed by the parents at the school office if there are any changes to the arrangements. The amended information sheet will be annotated “copy to teacher”, and be dated and initialled by the office staff before being passed onto the teacher.
- If forms are amended at the classroom, teachers will need to ensure that the parent signs the amendment made and that a copy is passed back to the school office as soon as possible.
- The nominated adults should carry identification documents (preferably photographic) with them at all times.
- In an emergency situation, parents must inform the school office by telephone if someone other than those listed on the form is going to collect the child. The full name must be given to office staff and parents must ask the person to bring photographic identification with them when they arrive so that we can be sure it is the right person. Parents should also give a password to the school and the person collecting.
- 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 admin staff will contact the parents to confirm the name of that 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 which is 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 called to come and collect the child. In this situation a senior member of staff will be called in to assist and the Duty Officer at Children’s Social Care may be contacted.
- 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 child’s best interest and welfare are of paramount importance and every effort should be made by parents 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 and place a 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 3.20pm we will follow the procedure set out below:

- Make contact with the parents to find out why they are delayed.
- If parents are not contactable try to contact the other authorised adults.
- For children in years Nursery to Year 6, 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 parents.
- Children in our Two Year Old provision, Conkers will stay with the two staff members in that area.
- If no-one has collected the children after 60 minutes we will speak to a senior member of staff who will liaise with the Duty Officer at Children's Social Care.

February 2019.

To be reviewed February 2022