

Collection Policy and Procedures

Aims:

To ensure clarity around collection at the end of the day

To establish clear procedures in the event that a child is not collected at the end of the school day.

To ensure the effective safeguarding of all children at school and beyond.

Child Protection and Safeguarding Policy Rationale:

Child Protection plays a central part in promoting the well being of the individual. We aim to support the child's development in ways which foster security, confidence and independence.

Timings of the School Day:

SCHOOL OPENS	8.45AM
REGISTERS	9:00
LUNCHTIME	12.00 – 1.20PM
SCHOOL FINISHES	3.15pm

Signing out and in book- Collection during the school day

If a child is taken out of school for any reason, please ensure the parents/carers make a note of when and why they are taking your child out of school in the book held in the Welcome Zone. If they return their child to school the same day, please ensure they note the time back into school in this book.

Registers are taken at the beginning of each day and immediately after lunch. It is essential that we have an accurate record of which children are on the school premises at all times. In the event of a child going missing from the setting, the school will inform the emergency services, and then get in touch with the parents/carers immediately.

Parents/carers must make sure that they inform an adult when taking their child out of school, and hand their child over to a member of the teaching or admin staff when they return.

Collection arrangements:

At the start of the academic year, the class teachers will check collection arrangements. We need to be informed of who will be collecting on which days. Class teachers will keep a record of collection arrangements. Parents will need to inform the school if details change.

Afterschool

Afterschool link with team in the Welcome Zone to share Termly lists of children attending Afterschool.

Siblings

If a child is to be collected by an elder sibling, they need to be 16 years old or over. If a parent/carer requests that a sibling who is between the ages of 14 and 16 years old collects, they need to have a formal meeting with Miss Weaver.

They will need to talk through:

Who?

When? (how frequently- is it a regular collection or a one off)

Where?

Collection- Parents with shared Parental Responsibility

Collection arrangement information needs to be clear and in advance, and if there are changes to the schedule, in these circumstances, the school will need to check that both parents with parental responsibility are happy about the arranged collection. If there are issues with this the Principal must be informed. We may need to link with external agencies including Social Care and Police.

Children in Care

Information is recorded about who can collect vulnerable children. Class teachers and office staff hold a visual record of people who are registered to collect the children. If anyone not recorded comes to collect, the Principal/Designated Deputy Teacher must be informed. We may need to link with external agencies including Social Care and Police.

Late collection:

- 1) The class teacher to check with the child
- 2) Class teacher to check in with other members of the team- to see if there were any messages left- including support and Welcome Zone office staff
- 3) The class teacher must check-in with Afterschool if relevant
- 4) Bring children to the Welcome zone office if not collected by 3:30 and inform the Principal/ABM
- 5) If a child is not collected by 3:45, we will call the parents/carers
- 5) If a child is not collected by 4:00, we will call the emergency contact
- 6) If a child is not collected by 4:30, and we are unable to make contact with the parent/carer or emergency contact, the Principal/Designated teacher will contact Social Care- via First Point, SGC – 01454 866000 or First Response – Bristol 0117 9038769
School will also inform Education Welfare support services for information.

Follow-up:

Once the situation has been resolved it is essential that we establish how and why the circumstances arose and ascertain whether there is anything that could be done to avoid a recurrence of this situation. At this point it may be relevant to involve other agencies to draw in support for the family. It will also be necessary to review procedures to ensure that they worked smoothly and if necessary amend for future incidents.