

Meersbrook Bank



**Community Primary
School**

Collections Policy

September 2024

Revision history

Date	Changes	Author(s)
Sept 2024	New Policy	G Harvey

Approval

Date	Approver(s)	Minute number
1/10/24	FGB	12.3

Review: This policy will be reviewed every 4 years

Date due for review:
October 2028

To be read in conjunction with:

- [Child Protection & Safeguarding Policy](#)
- [Health & Safety Policy](#)
- [SEND Policy](#)
- [Home-School Agreement](#)

1. Aims

This policy aims to ensure clear communication about collection arrangements at the end of the day in order to safeguard children and manage the busiest time of the day.

2. End of the School Day

2.1 Teaching Staff's Responsibilities

School staff will accompany the children to the playground at the end of the school day so children can be released to their parents or carer.

All children in Nursery, Reception, Year one, two, three and four should be picked up from the school site by a known adult or family member, provided they are 14 years old or above (as advised by the NSPCC).

If staff do not recognise the adults who has arrived the collect a child, they will challenge the arrangement. Children will not be able to go home with anyone other than their 'normal adult' without a prior arrangement in place, **even if the adult is known to the school.**

Staff will call parents/carers of uncollected children in the first instance at the end of the day.

2.2 Parent/Carer's Responsibilities

Parents/Carers must inform the School Office if a child is going home with someone else. This can be carried out by email to enquiries@meersbrookbank.sheffield.sch.uk, by telephone, or a hand-written note as soon as possible.

Parents MUST NOT contact staff directly (e.g. via class dojo) as they do not monitor messages during the school day and it is likely to be not seen in time.

If this person is collecting for the first time, or infrequently collects, parents need to give the office a password and share this with the collecting adult. The collecting adult will be asked for this password before children are released.

2.3 Office Staff's Responsibilities

If a parent informs the school office about a change on collection arrangements before 12pm, office staff will email teachers to inform them.

If collection arrangements are received after 12pm, the message should be relayed by phone or by foot to the teachers.

Office staff will support teaching staff to contact parents if contact cannot be made by teachers in the first instance.

The office staff will ensure teaching staff have up to date club lists at the start of each term.

3. Walking Home Independently

There are no laws around age or distance of walking to school. A family's guide to the law states: "There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school."

Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. However, as a school, we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

In setting our protocol for collecting children we have taken advice from the DfE that states:

- It is for each school to decide, and enforce its own pupil collection policy and request that parent/carers formalise collection arrangements in writing.
- The school is not responsible for a child's safety on his or her way home.

The NSPCC also states:

- Children under eight can't judge the speed and distance of moving vehicles. They still need help when crossing roads.

3.1 Walking Home At 3.30pm

For the reasons above we prefer Year 5 and 6 children to be the only children allowed to walk home independently. There may be special circumstances when we allow younger children to walk home alone in consultation with parents/carers.

In order for children to walk home alone at 3.30pm, we need parent/carer permission which we obtain via the 'Big Permission Form', electronically circulated each year.

Children must walk **home** and not go to another child's house. If we discover that they plan to go to another child's house, we will need to seek permission for their parent or carer before we allow them to leave. This is so we know they are safe and so that parents know where they are.

3.2 Walking Home from Clubs at 4.30pm

All children must be collected from after school clubs by an adult unless written permission is given for the child to walk home when the parent/carer signs the child up to the club.

The usual 3.30pm walking home permission does not apply. In winter months weather conditions often make it darker than it is at 3.30pm. However, our policy needs to be consistent so these arrangements apply all year round for simplicity.

No adult other than those named will be allowed to leave the school with a child. In the event that arrangements change, parents should inform the school as early as possible via the school office (See Section 2.2)

If someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice. Please note that the school office staff do not work beyond 4.30pm so it will be teachers making this call as soon as they are able to. This may not be straight away.

3.3 Rainbow Club

All children must be collected from Rainbow Club by a parent or carer who needs to sign the child out.

No adult other than those named will be allowed to leave the school with a child. In the event that arrangements change, parents should inform the school as early as possible via the school office. (See Section 2.2)

3.4 Late Arrival after Trips & Visits

All children must be collected from school by a parent/carer unless written permission is given for the child to walk home when the parent/carer signs the child up to the club.

No adult other than those named will be allowed to leave the school with a child. In the event that arrangements change, parents should inform the school as early as possible via the school office (See Section 2.2)

If someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

This is very time consuming and both staff and children are tired after a trip so it is preferable to know collection arrangements prior to the trip taking place.

4 If We are Unable to Contact Parents/Carers

If we are unable to contact you at the end of the day when your child needs collecting we will:

1. Hold the child in the entrance hall/Foundation Unit for 10-15 mins while we try to contact a parent/carer or other emergency contact.
2. Send the child to Rainbow Club while we continue to try to make contact with a parent/carer. Parents will be charged for sessions even if they do not stay for the duration of a whole session.
3. If an hour passes and we cannot contact any of the people listed, we will call the Safeguarding Team.
4. If advised, we will then call the police.

5. Impaired Adults Collecting

1. If the person picking up a child is, in the judgement of staff, impaired (E.g. under the influence of drugs or alcohol) and unable to adequately care for the child, the staff will not release the child to that person.
2. The child will be taken to the school office and a member of the Senior Leadership Team will offer to call a relative or friend to pick up the person and child.
3. If no contact can be made, then Social Services will be contacted for advice.

6. Positive Relationships

The end of the day is a busy time and therefore when unexpected events occur, it can be quite stressful for the children and the staff.

Please bear in mind that we are not trying to be difficult; we are trying to safeguard your children.

We act in accordance with this policy so we can operate consistently.

Please remain respectful to and patient with the staff who are trying to ensure your child is safe.