



CHILD COLLECTION POLICY

THRYBERGH PRIMARY SCHOOL

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☎ 01709 850732 **HEADTEACHER:** Mrs R Parry-McDermott



Child Collection Policy

This policy is a statement of the procedures followed at Thrybergh Primary School for the collection of children, to ensure their safety. No children will be released from our care if staff are not informed of the person collecting the child.

Admission Information

When children start at Thrybergh Primary School, parents are asked to fill in information about their child. Details are completed about the people who will be collecting their child. This information is then filed and used to identify the designated person(s).

Password

Parents are asked for a memorable password, which is also filed. Parents are asked to give the password only to the people they wish to collect their child.

Suitable People/Identification of Individuals

If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the staff must inform the headteacher who will assess the situation. If it is felt that the parent/carer appears unable to take responsibility for the child, they will take appropriate action. This may include contacting another person on the emergency contact list/member of the family. If another designated person is not available, then social care or the police will be contacted.

Relationship breakdown of parents / guardians

The school has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down. Unless there is a court order, of which the school must have a copy, preventing one parent's contact to the child we are unable to legally deny access. Should a parent of concern ask to access their child, we will contact the first parent to come to school as soon as possible, explaining this procedure and asking the second parent to wait. If there is concern about violent or aggressive behaviour from either parent we will seek advice from the police and follow their recommendations. We will follow guidance within our policy on violence.

Late Collection / Failure to Collect a child

In the first instance, after ten minutes the person in charge should accompany the pupil to the school office, telephone the parent/carer and establish what has happened, the time the pupil is to be collected and the name of the person collecting the pupil. The Headteacher or senior staff member should be informed and it is their responsibility to care for the pupil until he/she is collected.

If after fifteen minutes contact has not been made then the Headteacher or senior member of staff should telephone the other contact numbers and follow the above procedure. The incident should be logged onto CPOMs. If, at this stage, a named contact is not found then the pupil should be taken care of by school staff, in school. This will provide a safe and stimulating environment for the pupil and hopefully reduce the stress levels the child will be experiencing. If by 5.00 p.m. contact has not been established then the Headteacher or senior member of staff should contact social care and the police. The Headteacher or senior member of staff will stay with the child until suitable arrangements are in place.

The governors agree that it is a statutory right for all children to be collected at the correct time each day. Being late to pick up children is unacceptable and impacts on children's welfare. It also means staff are unable to attend training, run clubs and meetings and are also late to pick up their own

children. School also incurs costs and may have to pay overtime to staff for remaining behind to look after children. Costs may also be charged to parents if they are continually late for collection.