



# Collection of Children at the end of the day Policy

## Faith Courage Love

**Faith** to move forward in confidence and succeed.  
**Courage** to make a difference in the world every day.  
**Love** one another as God loves us.

**Faith** - Roecliffe School will prioritise good relationships and will model respect for all in their policy implementation.

**Courage** - Roecliffe school commits to implementing this policy with integrity and in order to achieve the best possible outcomes for all stakeholders.

**Love** - All policies will be implemented in such a way as to ensure faith in fair process.

Policy Date	Review Date	Headteacher	Chair of Governors
June 2023	June 2025	Lesley Briggs	Nick Baird

## Collection of children at the end of the school day

### Purpose

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of a school day, and guidance for parents in the event of them being late.

### Aims

- To keep children safe.
- To ensure that all members of the school community are aware of the correct procedures for the end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

**On starting Roecliffe CE Primary School a consent form is distributed to the parents/carers of all children. We ask that this is returned giving information on who will normally be collecting their child at the end of the school day.**

**If for any reason, a child is being collected by somebody else on a particular day or if there are any changes, parents/ carers must contact the school office to advise us of this change by email or a phone call.**

All children are collected by their responsible adult on the school site (playground) at 3.30pm where responsibility moves from the staff member to the responsible adult.

Any child not collected immediately at the end of the school day will be brought back into the main area of school. The school's Uncollected Child Procedure will be followed. Parents/Carers are asked to inform the school as soon as possible if they anticipate being delayed.

Children in Year 6 may, with written permission from their parents, walk home. This is subject to agreement by the headteacher and no child will be allowed to walk home to an empty house.

### Uncollected Child Procedure

**In the event that a child is not collected at the end of the school day or from an afterschool club and no contact cannot be made with the parent/carer or the emergency contact by 5.00pm, the school will contact the Children's Duty Team (Social Care) on 01609 780780. In the event that no-one is available at Social Care, North Yorkshire police will be contacted**

### **Children attending afterschool clubs**

Children attending afterschool clubs will be sent to the relevant area of school for their club at the end of the school day.

If a child will not be attending a club for any reason, parents must contact the school office in advance to let the school know. A register is taken at all clubs and is cross referenced against any messages from parents to explain any absences. If any children who should be attending the club are not present and no message has been received from home will result in an immediate phone call to the parents.

Children will leave afterschool clubs via the main entrance and as with the normal end of the day procedures, the supervising adult will hand over the child to the responsible adult collecting the child.

**In the event that the adult collecting a child from school is unfit to do so due to illness a staff member will attempt to make contact with other emergency contacts associated with the child.**

**In the event that the adult collecting a child from school is unfit to do so due to intoxication and the safeguarding risk this presents during travel away from school, a staff member will ensure the child is cared for in school whilst the Children's Duty Prevent Team (Social Care) is contacted and other emergency contacts associated with the child/ren.**