



WYNDHAM
SPENCER ACADEMY

PROTOCOL POLICY FOR THE SAFE COLLECTION OF PUPILS 22-23

Wyndham Spencer Academy

SAFE COLLECTION OF CHILDREN POLICY

Statement of Intent

Our children's safety is of paramount importance to us all. We are clear and robust with procedures for collection of children and pupils, regularly reviewing and clearly sharing with staff, parents, carers and pupils. In the event that a child is not collected by an authorised person at the end of the school day the school puts into practice agreed procedures.

Aim

The end of the school day is a busy time, and our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely.

The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children leaving the school premises.

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

The Authorised Adult

The Authorised Adult must be a responsible person aged 16 years or over. The person may be a;

Parent/Carer

Family member

Child minder

Neighbour whom school have been given permission via the parent /carer

Someone over the age of 16 who has the parent/carer's written permission to collect the child from school. Verbal consent can be accepted in emergency situations, only.

Children in FS1, FS2, Y1 and Y2 may NOT be collected by other brothers or sisters in school. They should be collected by an authorised adult unless agreed with the Principal.

Teachers have been instructed NOT to release FS and KS1 children to siblings from KS2 but to contact parents/carers to ensure they are collected by an authorised adult.

Parents/carers of children in our school are asked to provide specific information at the beginning of each academic year which is kept in our data file in the office including:

Home address and telephone number of parents/ carers

Place of work, and telephone number (if applicable)

Mobile telephone number

Emergency contact details

Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. child-minder, relative

Information about any person who has been denied legal access to the child Information about who has primary responsibility for the child

If there are any changes to any of the above we ask that the school office is notified immediately. When there is a change to the end of the day arrangements we ask that parents/carers inform either the school office as soon as possible.

Safe Collection

School finishes at **3.20pm**

Children walk into their 'Drop Zones' to await collection.

If, as a parent or carer of a child in school, you make arrangements for your child to be collected by another adult, you must ring school on 01332 571153 to inform the staff of these arrangements. Any unknown person collecting children will be challenged by staff and permissions checked with parents/carers. We will also check that children are happy to be handed over to these individuals and that they are known to them. If we do not receive a message directly from you we will not hand over your child.

Parents and carers must ensure that they have completed the consent slip for any pupils in years 5 or 6 to walk home unaccompanied. These names are recorded and the class teachers will only allow these pupils to leave the site without an adult. Other pupils will remain with their class teacher until a known adult collects them. Even if parents meet their children a short walk away from the school or anywhere else off the site they will need to consent to them leaving alone.

Once a child has been handed over to a responsible adult, they are no longer the responsibility of the school. We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

Communication

As always, good communication between home and school is vital so please let us know if there are any changes to your normal drop off and collection routines, particularly if you will be late to collect your child at the end of the school day. Please remember that it is a parent's responsibility to ensure children travel to and from school safely.

Protected Characteristics

If you have a protected characteristic that you believe means you are not able to work with the above protocol, please do not hesitate to contact the Wyndham Principal, Mrs Whiting. She will be happy to listen and make a personalised plan in partnership with you.

Signed: _____

Chair of Governors _____

Signed: _____

Principal: _____