



## THE TOWERS

### COLLECTION OF CHILDREN POLICY

<b>Date Approved:</b>	September 2016
<b>Ownership:</b>	Headmistress, Assistant Headteacher Pastoral\Academic
<b>Last Review:</b>	May 2018
<b>Next Review:</b>	May 2019

#### Principle

This policy intends to support the school's aims as outlined in the Mission Statement.

"As a Gospel centred community, we aim to:

- build a loving environment where pupils will be enabled to grow in the knowledge and love of God and of each other;
- value each individual equally;
- enable all to flourish and develop their own talents; and
- teach individuals to value the unique gifts of those around them."

SEMPER FIDELIS - Always Faithful.

The policy is applicable to all pupils including those in the Early Years Foundation Stage (EYFS).

#### Related Documents

This policy should be read in conjunction with:

- Safeguarding Policy

- Arrivals and Departures procedure
- Health & Safety Policy
- Fire Evacuation Policy
- Missing Children Policy
- Extended School Policy
- Inclusive Practice and Equal Opportunities Policy
- SEND Policy
- Behaviour Policy
- Early Years Policy
- HealthCare Policy
- Swimming Policy
- Policy for adult supervision
- Complaints Policy

### **Policy Statement**

To ensure that guidance is in place for parents and staff so that all pupils are cared for appropriately at the end of a session or the school day.

### **Practice**

For Early Years and Junior Pupils, parents will be made aware that it is understood that they must communicate with the teacher the identity of the person who will collect the child at the end of the session. They are also required to provide emergency contact details so that another person may be contacted if they are unavailable. In Early Years, parents are asked to complete the attached pro-forma (appendix 1) at the beginning of term and to notify the teacher, in writing, if there is a change. Throughout the rest of the school, parents are required to provide emergency contact details which are updated annually, or sooner if this is necessary.

For all EYFS and Junior Pupils, the relevant member of staff will record any change of routine when it is reported.

If a parent is delayed, they should contact the office to notify the school of the delay and say when they expect to arrive or if the parent wishes another person to collect the child the identity of the person should be clearly given. Parents are requested not to ask the school to hand children over to adults the school does not know. Dependent upon the age of the pupil this message will be conveyed either to the pupil concerned via the register or directly to the class teacher.

If no message has been received and the child is not collected around the expected time, the class teacher or the person on office duty will telephone the parent.

If no contact can be made with the parent/carer then the named emergency contact person for the child will be notified.

Staff will remain with the child for as long as their own commitments allow after which the child should be handed to the member of staff responsible for the care of pupils after school (After School Supervisor or a member of SLT).

If after an unreasonable delay, the parent or emergency contact cannot be contacted, it may, in extreme circumstances be necessary for Social Care to be contacted so that they can care for the child until the parents are found.

**Monitoring and Review**

The Assistant Headteacher Pastoral\Academic will be responsible for promoting, maintaining and monitoring the implementation of this policy. The Headmistress and her Assistant Headteacher Pastoral\Academic, in consultation with the After School Supervisor and Junior Coordinator, will review this policy as appropriate.

**APPENDIX 1 – Child Collection Proforma**

Please indicate below the contact details of people who are likely to collect your child during the course of the week. (For Junior School/Early Years Use as appropriate)

**Child's Name**.....

Week Commencing

<p><b>Monday</b>          Collected by.....           Telephone Number.....           Relationship to child.....</p>	<p><b>Tuesday</b>          Collected by.....           Telephone Number.....           Relationship to child.....</p>
<p><b>Wednesday</b>          Collected by.....           Telephone Number.....           Relationship to child.....</p>	<p><b>Thursday</b>          Collected by.....           Telephone Number.....           Relationship to child.....</p>

**Friday**

Collected by.....

Telephone Number.....

Relationship to child.....

Is there anybody else who you would be willing to allow to collect your child in the case of an emergency? If so please give the details below

Collected by.....

Telephone Number.....

Relationship to child.....