



**Aboyne Lodge School**

**Policy for the Collection of children**

## **Introduction**

It is essential that the school ensures that all children leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for a child after school. Sometimes there will be one-off arrangements. For this reason we have set out clear procedures which all staff and parents/carers must adhere to.

## **General Collection Procedures**

- Children are to be collected at the end of the school day from the child's class teacher.
- Children must inform the teacher when the agreed adult has arrived
- Children are not to be released from school with someone if they are showing signs of distress or anxiety
- Children are not released if the teacher feels that the parent is not in a fit state to ensure their child's safety
- Members of staff should never take children home themselves.

## **Late procedures**

- When a child has not been collected by 3.40 the child is taken to the school office
- A member of the office staff will then make contact with the parents by phone
- If the parents are unavailable the emergency contact is called
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with the Educational Welfare Officer or Social Care.

## **Non- parents collecting children**

Parents must have provided clear verbal or written permission to the class teacher for children to be released to an adult who is not the parents or carer of the child. This permission must be given with a description of the person collecting (if not already known to the school). Where possible, this person will be introduced to the class teacher in advance of the first collection.

- If any member of staff is unsure of the adult's identity they may ask to see identification
- If, after checking identification, there is any uncertainty about the person collecting, the member of staff should take the child to the school office and contact the parents by phone to seek further guidance/advice. And inform a member of the Senior Leadership Team.
- If the parents are not contactable then the member of staff should refer to the procedures for children uncollected from school.
- Children will only be released from school to young people over primary school age, including older siblings, when the teacher is satisfied that it is safe and reasonable to do so.

## **Children travelling home independently**

Children in Y6 are allowed to leave school independently provided parental consent has been given in writing. The school keeps a register of children who have permission to travel to and from school independently which is shared with the class teacher. Children must notify the class teacher when leaving school. This permission only applies to children leaving at the end of the school day: any child leaving school early (ie for medical reasons) must be collected by a responsible adult.

**Parental Responsibility**

The school acknowledges that those with parental responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders which may be in place.

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