

Park Primary School

Delivery and Collection of Children Policy

Reviewed and Updated September 2023

Our school has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they depart at the end of the school day.

Foundation and Key Stage 1 (see additional safeguarding for Nursery)

See appendix 1 for further guidance

Information for Parents / Carers who request their older child collects their younger sibling from school.

See appendix 2 for further guidance

1. Parents or carers of Foundation and KS1 age children are requested to bring their child onto the school premises and to the classroom door.
2. Whilst NSPCC guidance suggests that children under the age of 8 should not be unaccompanied into school, there is no statutory requirement to enforce this. However, the school feels this is good Safeguarding practise and will always seek to encourage parents to follow this advice.
3. UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED OFF THE PREMISES WITH ANYONE OTHER THAN AUTHORISED COLLECTORS i.e., THOSE SPECIFIED BY PARENTS/CARERS OR LEGAL GUARDIANS.
4. Parents will be asked to name the authorised collectors of their child before the child starts school. If there are any changes to these arrangements parents need to inform the school immediately by either contacting the school office or writing to the class teacher. In cases where the new 'collector' is unknown to the school, and the child is in Foundation Stage or deemed unable to recognise the person, the school will ask for a photograph or introduction where possible.
5. If the above is impossible due to an emergency and a parent phones and asks for an unauthorised collector to collect the child that day, the school will ask the collector for the child's date of birth as a security measure. In addition, they will be asked to collect the child from the school office rather than the classroom.
6. If there is a request for a specific person NOT TO BE ALLOWED to collect a child (e.g.in child protection or custody cases) written instructions must be provided to the school by the parent/carer or legal guardian so the school is fully informed. Where possible the school will ask for a photograph of this person.
7. It is the parent/carer or legal guardian's responsibility to ensure the safe collection of their children (at 15:15 the end of the school day) by facilitating the school with the correct and up to date information. If there is any doubt about the collection of a child at the end of the school day the class teacher or member of staff in charge of the children should take the child to the school office so an investigation can be made immediately including phoning all emergency contacts. If a child has not been collected by 3.25 the child will be taken to reception to await the correct adult. This adult will then be required to sign the child out giving a reason for late collection. These can then be logged.

8. If no-one arrives to collect a child and the parent / other named person(s) cannot be contacted with half an hour of the end of the school day, the school will contact Social Services to inform them we have an uncollected child on the premises.

Additional Safeguarding procedures in Nursery.

In addition to the above procedures, parents/carers, guardians wishing to collect their child from Nursery will be asked to co-operate with the following procedures. The children will remain seated in the carpet area. One member of staff will greet parents at the external door and at least one other will remain with the children.

Parents will be invited into the Nursery no more than 2-3 at a time to collect their child directly from the unit. Only when they have all left the premises will another 2-3 parents be allowed in. The member of staff at the door will mark the child off a register as they leave. Any parents wishing to talk to a member of staff will be politely asked to wait until all the children have left the premises.

Key Stage 2

1. The children are seen off the premises at the end of the school day (15:15) by their class teacher or member of staff responsible for them. The children are released with the knowledge that if there is no known adult waiting to collect them, they are to return into school to their class teacher or member of staff responsible for them.
2. If no-one arrives to collect a child and the parent / other named person(s) cannot be contacted with half an hour of the end of the school day, the school will contact Social Services to inform them we have an uncollected child on the premises.
3. If the above is impossible due to an emergency and a parent phones and asks for an unauthorised collector to collect the child that day, the school will ask the collector for the child's date of birth as a security measure. In addition, they will be asked to collect the child from the school office rather than the classroom.
4. If there is a request for a specific person NOT TO BE ALLOWED to collect a child (e.g. in child protection or custody cases) written instructions must be provided to the school by the parent/carer or legal guardian so the school is fully informed. Where possible the school will ask for a photograph of this person.
5. In the case of a school sporting event / visit it is the parents / carers/ legal guardians' responsibility to inform the school who will be picking up their child if it is someone other than the authorised collector.
6. In cases where the parents/carers or legal guardians have made the choice for their children to walk home alone it is of course their prerogative, but the school must be informed of this choice so records are up to date.
7. In all key stages if a child is absent from school parents / carers/ legal guardians are required to inform the school as soon as possible on the first day of absence so that the school is fully informed as to why a child is not present at school. The school has an answer phone system for out of hours calls.

Appendix 1

Park Primary School – Foundation and Key Stage 1

Young children leaving the school premises unsupervised

Procedures for ensuring that handover procedures are robust and prevent children being able to leave the premises unsupervised.

<ul style="list-style-type: none"> ▪ Ensure that a Foundation Stage Risk Assessment is carried out on an annual basis and shared with all staff concerned ▪ Revisit the Foundation Stage Risk Assessment as a team at regular intervals, especially prior to a new intake and following an incident 	
Root Cause	Action to ensure safety of children
Staff/premises staff not securing the external gates once parents have left	Make sure all staff are clear about their roles and responsibilities including the lunchtime supervisors, caretaker/site supervisor as they may play a part in securing doors and gates
<ul style="list-style-type: none"> ▪ Be extra vigilant at the beginning of the new term (September/January intake). Research has shown that a child is more likely leave school premises unnoticed at the beginning of a new term. ▪ Door override buttons placed at too low a height at main entrance doors. ▪ Large gaps under fencing/gates ▪ Regular head counts not been carried out 	<ul style="list-style-type: none"> ▪ Ensure that pupils are regularly reminded of the importance of not leaving the premises unsupervised, including who they can turn to if they are anxious or worried (especially in the first week of a new intake/term) ▪ Ensure younger children cannot reach door override buttons at final exits of the building ▪ Ensure that there are no gaps under fences/gates so a child cannot get underneath
<ul style="list-style-type: none"> ▪ Parents distracting members of staff when the formal handover is taking place ▪ Parents distracted by other siblings/parents or members of staff, and not noticing child's absence when leaving premises/handover taking place ▪ Staff not challenging parents if they go through a door that is out of bounds 	<ul style="list-style-type: none"> ▪ Always ensure there are at least 2 people available to carry out the handover ▪ Do not allow parents to distract any member of staff whilst the handover is taking place ▪ Be aware that parents can be distracted by staff or when they are accompanied by a number of children during handover ▪ Inform parents not to distract staff, explain that they will need to either wait till the handover is complete or make an appointment to see members of staff
<ul style="list-style-type: none"> ▪ Door closers not working properly ▪ Staff not checking that doors close properly ▪ Staff not reporting that doors don't close properly 	<ul style="list-style-type: none"> ▪ Check all doors are closing properly on a regular basis, doors on closers can be adjusted to close at different speeds

	<ul style="list-style-type: none"> ▪ Inform the caretaker/site supervisor immediately of any faulty door closers, gates etc. Note: doors on closers can be adjusted to close at different speeds
<ul style="list-style-type: none"> ▪ Staff carrying out the formal handover without adequate back up from another member of staff ▪ Staff not monitoring the external door throughout the duration of the handover ▪ Change in classrooms/different doors for handover 	<ul style="list-style-type: none"> ▪ Be consistent; ensure that the handover takes place from the same classroom/door ▪ All staff should be informed if there has been a change in “who is picking up a child”. Ensure that the “who collects who” lists are easily accessible to staff who need to know
<ul style="list-style-type: none"> ▪ Lack of communication to supply staff/lunchtime staff 	<ul style="list-style-type: none"> ▪ Ensure that all supply staff are fully aware of the handover procedures in place
<ul style="list-style-type: none"> ▪ Lack of communication between members of staff re: changes in who’s picking up a child 	<ul style="list-style-type: none"> ▪ Ensure that all staff are fully aware of the School’s “Uncollected Children” Procedures (e.g. there are enough staff around for one member of staff to be able to take appropriate action)

Appendix 2

Information for Parents / Carers who request their older child collects their younger sibling from school.

Park does not advocate that a child in Key Stage 2 is old enough to collect a younger sibling from school. However, if parents request this, they should put in writing their desire for their older child to collect their younger child from school.

Please note: School will not release the younger child from their care without this consent.

**For information, the following guidance is taken from the NSPCC website www.nspcc.org.uk
Further in-depth advice is also available from this website.**

What age can a child come home from school alone?

There's no legal age that your child can travel home from school alone – this is up to you and your best judgement. However, you should never leave a child alone who isn't ready or is unable to care for themselves.

Every child is different – but some schools advise children under 8 shouldn't walk home without an adult.

Is it legal to leave a child home alone?

A child who isn't old enough or who doesn't feel comfortable should never be left home alone. If this is the case, it's best to look into childcare options that might work for your family. Read our advice on this below. There's no legal age a child can be left home alone, but it's against the law to leave a child alone if it puts them at risk¹. Every child matures differently, so it would be almost impossible to have a "one size fits all" law.

What age can a child be left home alone?

Learning to be independent is an important part of growing up. Between work, appointments and other family commitments – every parent will have to leave their child home alone at some point so it's good to have a plan in place. Every child is different so build up their independence at their pace – and check in with them to make sure they feel safe.

While every child is different, we wouldn't recommend leaving a child under 12 years old home alone, particularly for longer periods of time.

Children in primary school aged 6-12 are usually too young to walk home from school alone, babysit or cook for themselves without adult supervision. If you need to leave them home, it's worth considering leaving them at a friend's house, with family or finding some suitable childcare. We have advice about this below.

Leaving a child alone with siblings.

If your child has an older sibling or step-sibling, you might feel more comfortable leaving them home together, especially if one child is older.

There's no legal age a child can babysit – but if you leave your children with someone who's under 16 you're still responsible for their wellbeing.

You should also think carefully about leaving your child alone with an older brother or sister. If they fall out, you won't be around to make the peace.