

COLLECTION FROM SCHOOL POLICY

September 2022



Orgill Primary School



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Rationale

Orgill Primary School is committed to the safeguarding of all pupils from the moment they arrive in school until the moment they leave. To ensure that our pupils are safe at the end of their day/session we have procedures in place for collection.

Aims

Orgill Primary School aims:

- To ensure the highest levels of safeguarding for all pupils.
- To ensure that all staff are aware of the procedures to follow at the end of the school day.
- To inform parents of their responsibilities with regards to collecting their children at the end of the school day.
- To reassure parents that their child will be properly cared for in the event that they are unavoidably delayed.

Guidelines/Procedures

Orgill Primary School admits pupils from the age of 2 to 11 and the procedures for collection at the end of the day vary from unit to unit according to the age of the children.

Every parent is expected to complete a Data Collection sheet at the beginning of each academic year which gives their contact details and a number of other adults who the school can contact in an emergency.

It is the responsibility of parents to ensure that the school is informed immediately if any of these details change as this information will be crucial in the event that a child is not collected at the end of the school day.

Early Years

All parents of children in the Early Years are expected to complete a School Collection Form each academic year detailing every adult over the age of 16 who has their permission to collect their child at the end of the school day.

These forms are stored electronically on the global network drive and sent out to parents electronically.

Two year olds should be collect from the door into the outdoor play area. Access to this area can be gained at 3.30pm via the gate into the outdoor area. Parents will be allowed to enter the unit and proceed to the twos room to collect their child.



Nursery children should be collected from the main door into the Early Years cloakroom. Children will remain seated inside the cloakroom and staff will stand at the door and call children as parents appear, parents must not call to their children.

Reception children should be collected from the door at the rear of the Early Years unit that leads to the main school playground. Children will remain seated inside the classroom and staff will stand at the door and call children as parents appear, parents must not call to their children.

Key Stage 1

All parents of children in the Key Stage 1 are expected to complete a School Collection Form each academic year detailing every adult over the age of 16 who has their permission to collect their child at the end of the school day.

These forms are stored electronically on the global network drive and sent out to parents electronically. Staff will not release a child to anyone not named on this list.

Children in Key Stage 1 should be collected from their entrance next to their classrooms. Children will remain seated until called for by a member of staff at the door.

Key Stage 2

Children in Key Stage 2 are able to leave the school without being handed over to a known adult. It is the responsibility of parents to ensure that their child knows what is expected of them at the end of the school day; whether they are to wait on the playground for an adult or walk home alone.

Staff will escort classes to their exit doors and ensure that they leave the building in an orderly manner.

Children should be reminded that, if they are expecting to be collected by an adult who doesn't arrive, they should come back into school and seek the help of a member of staff.

Uncollected Children

Orgill Primary School acknowledges that there may be occasions when parents/carers are unavoidably delayed and may be late collecting their child. If parents do find themselves delayed we ask that they inform us by telephone, if this is possible.

In the event that a child is not collected by an authorised adult at the end of their day/session, the school will adhere to the following procedures:

- If all other children have been collected, an uncollected child should be brought to the main entrance by a member of staff where they will be supervised until an adult arrives.
- After 10 minutes a member of staff should see to make contact with a parent or carer by telephone.
- If there is no success after several attempts, a member of staff should refer to the emergency contacts detailed on the Data Collection Sheet and try to make contact with one of these.



- The child should not be allowed to leave the school with anyone other than those named on the School Collection Form.
- If a child has not been collected after 1 hour a senior member of staff should call the County Triage Service on 0330 240 1727 and seek their advice.
- Under no circumstances should a member of staff go out to look for a parent to take a child home with them.
- In the event that a parent is more than 20 minutes late collecting a child from school, this should be recorded on a Safeguarding Concerns Form and given to the headteacher.
- If a child goes into the care of Children's Services, a note explaining this will be put through the door of the family home informing them of this and instructing them to contact the Children's Services department.

Monitoring and Review

This policy will be reviewed by the Safeguarding and Pupil Welfare Committee of the Governing Body