



COLLECTION POLICY 2017/18

Review Cycle:-	Yearly	Date of Next Review:-	September 2018
Approver:- Chair of Governors	Signed:-  Date:- September 2017	Approver:- Head Teacher	Signed:-  Date:- September 2017

Collection Policy

Your child's well-being is of great importance to the staff at the school. We are therefore very careful to have clear procedures for collecting children in order to ensure your child's safety.

Admission/Start of Year Information

It is the school's policy to dismiss a child to the adults named on the collection slip, which is completed on admission and at the beginning of every year. All parents are made aware of this. Each class has a list by the exit door that details who is authorised to collect the child. This list is covered for confidentiality. All slips are collected from parents and authorised adults then stated on the classroom collection lists by the end of the Summer Term, ready for the new academic year. All staff, including supply teachers and new members of staff are made aware of these collection lists. A copy of these slips are kept in each classroom in the purple permissions folder and will be updated immediately by the child's class teacher should a collection routine change. No person under secondary school age is able to collect a child from school.

Collection Routine from the Classroom

In order for collection routines to be effective we ensure the following routine takes place with enough time given for the children to be dismissed to their authorised adult safely.

- A member of staff remains on the classroom door until all the children are dismissed.
- In Foundation Stage two doors are opened and the authorised adults enter one door to collect the child and exit the other door.
- In KS1 the children remain on the carpet until their name is called and a second adult calls the names of the children individually.
- The collection list is checked for each child before they are handed over.
- Children remain in the classroom with a member of staff until 3.15pm, at which time; the classroom door will be locked.
- At 3.10pm, children will be escorted by a member of staff to the school office.

Child illness during the school day

If, in the event that a child is unwell or needs to be collected from school during the school day, we will contact the child's parents. If there is no response we will contact the adults on the emergency contact list located on SIMS. Should we not be able to reach you, we will use the emergency contact details for your child held in the school office.

Emergency procedure/Identification of individuals

If, in the event of an emergency or some other incident whereby a child needs to be collected by someone who is not on the collection slip, the procedure is as follows:

The parent must ring the school office to give the name of the authorised collector. The authorised collector must then report to the office on arrival with a form of ID. The school office will notify the class teacher of the new authorised collector and the child will then be collected from the office.

If a member of staff is not entirely satisfied with the identification the school reserves the right not to dismiss a child until a further check is made with the parent or guardian.

Failure to collect a child

In the event of a parent or carer failing to collect a child the procedure set out below will be followed:

A member of the school office will try to establish contact via the emergency contact number(s).

If in the event of a child not being collected and following 4.00pm, Children's Services, the allocated Social Worker and/or the police will be contacted.

After School Club Collection Routine

Our clubs run on a Tuesday after school with a collection time of 4.00pm. A collection list for the children in each club will be held by the member of staff leading the club. Dismissal from clubs will follow the same routine as end of day collection. If in the event of a child not being collected and following 4.30pm, Children's Services, the allocated Social Worker and/or the police will be contacted. Club Registers will be kept in the school office.

Attempted collection by a parent who is adversely affected by alcohol or drugs

We will not dismiss a child who is deemed to be at risk. If a parent or authorised collector arrives at the school and staff are concerned that they are in an unfit state to take care of a child we will not dismiss them and another member of staff will be called to assist. A member of staff will explain to the parent or the authorised collector who is unfit, why the child should not leave with them and offer to assist them by: contacting the other parent or a person from the emergency contact details. If the parent refuses assistance and insists on taking the child with them and staff believe the child will be at risk, Children's Services, the allocated Social Worker or the Police will be called immediately.

