



Elmfield Rudolf Steiner School

Collection & Failure to Collect Children Policy

June 2019

Policy Tracker – Responsibility for monitoring this policy: Simon Birch (Interim School Lead) (Reviewed annually or in response to changes in legislation)			
Date	Reviewed and Updated By:	Role	Date Approved by the Governing Board
01/05/19	Diana Ball	Education Lead	
23/05/19	College of Teachers		
03/06/19	Diana Ball	Education Lead	
15/07/20	Name change update		

Introduction

Elmfield Rudolf Steiner School is committed to ensuring that all children are discharged from our care either to their parent or to a responsible adult whom the parent nominates and notifies the school of.

We will not under any circumstances let a child go home with someone who is unknown. We will also not allow children to wait unaccompanied on school premises.

All collections must be made by an adult over 18 years of age or a sibling in Class 6 or above who is also a pupil of the school. If a parent wishes to send a sibling who is under the age of Class 6 to collect a child, this must first be agreed with the school.

The latest time for school collection is 3.30pm (5.15pm for after school care).

Parental responsibility

It is the responsibility of each parent to ensure their child/children is/are collected safely by a responsible adult. Parents are encouraged to notify the class teacher before the start of the school day, in writing, if a child is to be collected by someone other than those previously nominated.

If the notification is verbal, then the class teacher should make a note of this information. This includes situations where a child goes home with another child for a 'play date'. Parents are asked to keep the office informed, in writing, of who is to collect their child/children.

Early Years

All Early Years Department children should be collected by their parent or a nominated adult between 12.30pm and 12.45pm each day. Nominated adults are invited to wait outside the appropriate classroom at the end of the session or school day to receive the child/children. Any parent/nominated adult arriving before this time should report to the office first, sign in and be escorted to collect the child from the classroom.

Transition children should be collected by their parent or a nominated adult between 3.15pm and 3.30pm on Transition afternoons (Mondays, Tuesdays and Thursdays). Parents/nominated adults are invited to wait outside the appropriate classroom at the end of the session or school day to receive the child/children. Any parent/nominated adult arriving before this time should report to the office first, sign in and be escorted to collect their child from their respective classroom.

Early Years pupils who are not collected by 12.45pm/3.30pm will be taken to Afternoon/After School Care and their parents contacted. A charge will be levied for this service.

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Classes 1 to 3:

Children in classes 1 to 3 should be collected by their parent or nominated adult between 3.15pm and 3.30pm each day. Any parent/nominated adult arriving before this time should report to the office first, sign in and be escorted to collect their child.

Class 1 children are escorted to the outer door of the yellow passage by the teacher/assistant and handed to their parent/nominated adult.

On Wednesdays and Fridays, when Class 1 finishes at lunchtime, the children should be collected by their parent or nominated adult between 12.45pm and 1.00pm. Any parent arriving before this time should report to the office first, sign in and be escorted to collect their child. Any children not collected by 1pm will be taken to Afternoon Care, parents contacted, and a charge will be levied for this service.

Classes 2 and 3 are released by the teacher outside their classrooms and handed to their nominated adult.

Class teachers in Classes 1 to 3 are to keep a copy of collection forms (updated where necessary) to share with other members of staff. This information may be required if needed (e.g. when a cover teacher or new teacher is dismissing a class).

Class 4 and above:

Children in Class 4 and above are released by their teachers at 3.15pm and can meet their parent/nominated adult either in front of school or off the school premises.

Front of School Duty

A designated member of staff is on duty until 3.30pm to keep a watchful eye on the children, traffic and any situations needing care. Any children not picked up by 3.30pm are taken to the office, where their parents are contacted and where they can await their arrival. If a child cannot be collected within 15 minutes, the office may send the child to After School Care and a charge will be levied for this service.

If a child is booked into After School Care and is then not going to attend for some reason, parents must notify the school by calling the office prior to 2.00pm in order for this information to be passed to the After-School Care Manager in good time.

If a child who is expected at After School Care has not arrived, the Office will phone parents for clarification. If the child is deemed to be missing, the Missing Child Policy is initiated.

Where parents have not arrived to collect their child by 5.30pm, staff will initiate emergency procedures. This will involve contacting the Designated Safeguarding Lead (DSL) or as a last resort calling the police.

Staff must not take a child home with them or to their parents' home or any other address without first consulting the DSL, unless that member of staff is on the parent's nominated adult list.

Staff must never release a child to an unknown person, for example, if a parent has sent a taxi to pick the child up, unless parents have informed the office of this arrangement.

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