



**COLLECTION FROM
SCHOOL/PUPILS
WALKING HOME TO AND FROM
SCHOOL ALONE
POLICY**

September 2022

Date for Review: September 2023



Statement of intent

The James Montgomery Academy Trust (thereafter referred to as JMAT) and its schools believes it is essential to ensure all pupils are safe when they leave school at the end of the day. We appreciate that, for many families, arrangements need to be flexible and it may be that several people care for the child after school.

For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils.

The aim of this policy is to:

- Keep pupils safe.
- Ensure all staff members are aware of the correct procedures for the end of the school day.
- Make parents aware of the expectations regarding collecting children.
- Highlight the importance of parent-school communication.

Legal framework

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Section 175 of the Education Act 2002
- Coronavirus Act 2020
- **DfE (2022) 'Keeping children safe in education'**
- DfE (2017) 'Statutory framework for the early years foundation stage'
- DfE (2018) 'Understanding and dealing with issues relating to parental responsibility'

General collection procedure

The JMAT and its schools reserve the right to adjust the start and leave time of pupils in different key stages in line with certain circumstances, such as the coronavirus pandemic. The change of start/leave times will be in line with government guidance and will often form part of precautionary actions to address social distancing and other measures.

Parents/carers will promptly collect their children at the end of the school day, times are as follows:

Nursery 2:45pm

Main school 2:50pm

At the end of the school day, children in EYFS and Key Stage 1 **must be** collected by a parent/carer or designated person who is at least **16 years** of age.

We will not allow older brothers or sisters in school to collect younger siblings under normal circumstances. Extenuating circumstances must be agreed with the Headteacher, and confirmed in writing with the parent/carer concerned, and the log recorded/uploaded to RecordMy.

If the parent/carer cannot collect a child at the end of the day, school must be informed who is to pick up that day. Should arrangements change during the day the school should be contacted by telephone.

All children must be collected from After School Clubs by an adult.

No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

In circumstances where there are safeguarding concerns for a vulnerable child and/or family, then a password system should be used to ensure good safeguarding practice for collecting the child at the end of the school day. Parents should choose a password for the adult allowed to collect the child and inform school of the password. Staff will then only allow the child to be picked up by the adult who uses the required password.

If a child is to be collected **before** the end of the school day, the school must be notified on the same morning. On arrival to school to collect the child the parent/carer will report to the School Office. The child will then be brought, by staff, to the reception to be taken home by the parent/carer.

If the parent/carer or alternative nominated adult is going to be late to collect their child, they should let the school know as soon as possible. We will keep children in school until their arrival

Children being picked up by someone who is suspected to be impaired by the use of alcohol/drugs

The following procedure will be followed if any child is picked up by an **allegedly impaired person**:

- If the person picking up a child is, in the judgment of staff, impaired (under the influence of drugs or alcohol) and unable to adequately care for the child, the staff will not release the child to that person
- The child will be taken to the School Office and the DSL will use the contact list to call a relative or friend to pick up the person and child.
- If no contact can be made then Social Services will be contacted for advice.

When a child is not picked up

The following procedures will be followed for any child who is not picked up:

- The child will remain with the class teacher for up to 10 minutes.
- After 10 minutes the child should be taken to the School Office. The administrative team in the School Office will contact the parents by telephone.
- If other contacts are given on the child's confidential sheet, they will be contacted.
- If no contact can be made with the emergency contact or parents the school will continue to try and make contact for a reasonable amount of time until 4.30pm, at the latest.
- After 4.30pm, if we have not been able to make contact then Social Services will be contacted for advice.
- Two members of school staff (which should include at least one Senior Member of Staff) will remain at school with the child until Children's Social Care make their decision as to whether it is a case of abandonment.
- The school will ensure that these protocols have been followed by staff and a note of all calls will be completed on RecordMy.
- If a child is frequently not collected on time then MASH will be contacted.

NO CHILD WILL EVER BE LEFT ON THE SCHOOL PREMISES UNATTENDED.

Monitoring, Evaluation and Policy review

The policy will be promoted and implemented throughout the JMAT schools. This policy will be assessed for its implementation and effectiveness **annually** by the **Trust Safeguarding Lead**

The scheduled review date for this policy is **September 2023**.