



West Wimbledon Primary School

COLLECTION OF CHILDREN FROM SCHOOL POLICY 2015

Title:	Collection of children from school policy
Status:	Draft
Version:	1.1
History:	March 2015
Owner	Full Governing Body

Policy aim:

- To ensure the safety and well-being of children at West Wimbledon Primary School;
- To enable staff to attend training, meetings and carry out essential marking and lesson preparation after school by ensuring the timely collection of children.

Collection of children at the end of the School day

It is the responsibility of parents to collect their child(ren) on time at the end of each school day. This is a clear obligation, and forms part of our Home School agreement, which all parents sign.

Periodically, the School sends out a letter asking parents to update information relating to contact details for up to three named adults who have permission to pick up the child at the end of the day. This information is collected and updated to allow the School to make a quick and informed decision if somebody less familiar seeks to collect a child or if the class is being dismissed by a supply teacher. The letter also provides parents the option to provide a password which can be given by any adult wishing to collect the child to verify that adult is known to the parent.

If a different adult who is not named on the consent form and/or does not know the password attempts to collect the child, the School will, for matters of safeguarding, need to contact a parent to confirm whether they are genuine and do have permission to collect the child.

Parents are reminded that any changes to normal collection arrangements (e.g. child going on a playdate, being collected by another parent) should always be detailed in a letter to the school office or the child's class teacher.

After-school provision

Parents are reminded that the School works in partnership with the YMCA to provide an after school club, to help working families. If parents wish to take advantage of that provision, they should contact the YMCA direct to make the necessary arrangements on **0208 544 6680**. The after school club runs from 3.15pm to 6.00pm every school day, currently from the Raynes Park High School site and is charged for separately.

Procedure if a child is collected fewer than 45 minutes after the end of School.

From April 2015 the Governors will be imposing a late collection charge for children who are not collected from school on time, after a first occasion where this has occurred **and** following a formal warning letter that charges will be levied in relation to any subsequent occasion of late collection.

This aspect of this collection policy will operate on the basis of the following times at the end of the school day:

- School finishes at 3.15 pm
- Teachers will remain in the playground until 3.20 pm;
- At 3.25 pm children will be taken to the office for collection;
- At 3.30 pm teacher training sessions and meetings begin;
- From 3.30 pm a charge will be payable for each child remaining in the office.

Costings:

- On the second occasion when a child is not collected by 3.30 pm, and after a warning letter relating to a first occasion, you will be charged a one-off payment of £3 per child.
- For every subsequent time when a child is not collected by 3.30pm, you will be charged £3.00 per 15 minutes, per child. For example, if you pick up your child at 4.00 pm, you are 30 minutes late and this will cost you £6.00 per child.
- The office clock will be used to determine the cost.

Please call the School Office if you are running very late, to help appropriate provision to be made and so your child can be kept informed. Please note that calling will not necessarily exempt a parent from any charges.

Procedure if a child remains uncollected after 45 minutes from the end of School.

West Wimbledon Primary School recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

On admission to the School, parents should supply:

- Names and full addresses of parents/carers (and confirmation of parental responsibility);
- Home and work telephone numbers;
- Mobile phone numbers where appropriate;
- Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

It is the responsibility of the parent/carer to ensure this information is updated annually or whenever circumstances change.

If a pupil is not collected at the end of the school day or after attending after school clubs, it is important to establish with the pupil what their understanding of the arrangement was, and try to contact anyone on the child's emergency contact list if parents are unavailable.

The teacher or appropriate member of staff will:

1. Check whether the child is usually in an after school activity that night and may have just forgotten to attend. (Where applicable).
2. Check with office staff to see whether a phone call or note has been received.
3. If a parent has not made contact or arrived by 3.30 pm or 15 minutes after the end of school, the Office will make every effort to contact the parent. If the parent cannot be reached, the emergency contacts provided will then be called. Contact numbers are kept in the office and on the School's Management Information System (SIMs).
4. If a parent has not made contact or arrived after an additional 15 minutes, a further phone call will be made and where available, a message left to inform the parents that the School will contact Children's Social Care service if no call is received by 4.00 pm,
5. In the case of a pupil not being collected and no contact being made within 45 minutes of the usual collection time at 4.00 pm, the School will ring Merton Social Care team to discuss the situation and ask for advice. This will allow the Social Care Team to begin to plan for the possibility that they may need to make arrangements for the alternative care of the child.

This aspect of the School's policy, because it relates to our statutory duty to safeguard and promote the welfare of pupils, will operate for the first and any subsequent situation where a parent or carer cannot be contacted after 4pm, and will not require a first formal warning letter.

Suitable person / Identification of Individuals

It is essential that parents nominate a responsible person to pick up their child if they are unable to do so themselves. The process to update that information is detailed above. It may well not be deemed appropriate for another older, primary school aged child to have this responsibility, and it would be a judgment call based on the age and maturity of any other young person under the age of 18.

If staff feel that the person collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the School's Designated Safeguarding Lead or any member of the Senior Leadership Team will be contacted to assess the situation and decide whether the adult concerned appears able to take responsibility for the child.

If the judgment of the Senior Leader is that the child might be at risk, alternative appropriate action will be taken and this might include contacting another person named on the emergency contact list or another suitable member of the family to collect the child. If another emergency contact or family member is not available then the School will consider contacting Merton's Children's Social Care or the Police.

Relationship breakdown of parents/guardians

The school has a clearly defined procedure, which is followed in the regrettable event of the breakdown of the relationship between a child's parents or guardians.

Unless there is a court order, of which the School must have seen a copy, or there are any identified child protection issues preventing one parent having contact with a child, the School is unable to deny a parent's right of access.

The charging procedures contained within this policy will not be followed where School trips, visits or journeys have caused the late arrival of children back to School.