



Safeguarding Procedure Regarding Picking up Children at the end the School Day

Collection from School

In order to ensure the safety of all pupils at the end of the school day, or end of a Nursery session, Cottingley Village Primary School has put the following procedures in place. The procedures are reasonable and take into account guidance on such matters. This became operational in March 2011. It has subsequently been reviewed and updated as required on an annual basis to link directly to the school's missing child policy. This is an important part of the school's safeguarding procedures and actions.

At the start of each year the parent of a child will provide the school with named adults who will be picking their children up from school on a regular basis if it is not the parent themselves. Parents must also conform to the expectations set out below of the school.

1. All children between the age of 3-9 years old, (in Nursery, Reception, Year 1, Year 2, Year 3 and Year 4) **must be picked up at all times by a person over the age of 16 years old.** This must be someone who is 'known' to the school. It must also be someone that the parent has identified to the school as being 'given permission' by the parent to collect their child. This means that family members or friends of the family cannot simply come to school and tell staff that they are collecting the child on that day. The parent must have already made arrangements with the school for this to happen.
2. Making arrangements with the school can happen in a number of ways:
 - In unforeseen circumstances such as an emergency the password system can be used with an 'unknown adult' who the school does not recognise. See Appendix A
 - The parent phones the school to inform us of the person collecting their child, such as, Grandma before the end of the school day so that a message can be passed to the class teacher.
 - The parent informs the class teacher in the morning when dropping off their child or puts a note in the planner. If a note is in the planner it is important that the child is old enough to ask a member of staff to read their planner so that the message is not missed. Planners are not checked every day by the teacher.
 - At the start of the school year a parent will provide the names and pictures of a range of adults who may collect their child from school during that year.
3. In Year 3 and 4 the only exception that the school will allow to an adult under the age of 16 collecting their child from school will be where the parent has made an alternative arrangement directly with the school. Under such circumstances parents must sign and agree that this is their choice and will not hold the school responsible should any situation arise.
4. In Year 5 and 6 pupils who are expected/encouraged to walk home alone must provide a parental consent form to do this. Otherwise someone picking them up would likewise only be deemed 'suitable' being 16 years or older. Again if there were circumstances where parents wished to make a direct agreement with school this can be arranged, but it must be in writing.
5. Any arrangements made with the school must be updated and the school informed immediately if there are any change in circumstances. Pupils will not be released to anyone who is 'unknown' to the school.
6. Any adult, parent or otherwise who 'finds' a child on school premises is expected to alert the school to the child being unaccompanied and appearing to be 'unsupervised/missing'. No one should ever take a child

from school premises without the school being aware of this. The school's missing child policy and procedure would be made operable should this occur.

Appendix A: Password System

Sometimes we all experience difficult circumstances; the car breaks down, there has been a road traffic accident, the bus didn't turn up etc. As a parent of a child at primary school you are unable to pick up your child at 3.15pm and this can be very stressful. The password system is for such circumstances when an adult is 'unknown' to the school.

How it works:

- You call someone who is able to pick up your child, give them a 'word' as a 'password' that they must use at school.
- You also call the school, explain who will be picking up your child and tell the school your chosen 'password'.
- When this adult comes to collect your child they give the password to the school and the school is then assured that the right person has come to collect your child and they are safe to leave the building.

Below is a slip for parental consent for older children in Y5 and 6 to walk home alone which we require if this is your choice for your child. If we have no slip we will assume that someone over the age of 16 will be collecting your child who is known to the school. There is a separate slip for Y3/4 children.

Name of child _____ Class (Y5 and 6 only) _____

I _____ give permission for my child to walk home from school alone and take full responsibility for this decision. I will not hold the school accountable should any issue arise.

Signed: _____ Date: _____

To be returned to school no later than -----.

Safeguarding and school pick up agreement.

My child is in KS2.

I wish to make an arrangement with the school regarding the collection of my child at home time which involves someone under the age of 16 collecting my son/daughter.

Child's name: _____ Age: _____ Class: _____

Our parental circumstances mean that I give permission for _____ to pick up my child from school. I understand that I must take full responsibility for any issues that occur as a result of my choice and that the school will not be held responsible in anyway. If there is a change in my circumstances I understand that it will be my responsibility to inform the school and keep them updated at all times.

Signed: _____ Relationship to child: _____ Date: _____