



*Life in all its fullness at Compton C of E Primary School  
Learning, Achieving and Flourishing Together.*

# Collecting Children From School Policy

## **Introduction**

As part of our safeguarding procedures a child can only go home with those adults identified on SIMS as a contact. If someone different is collecting, the class teacher should be informed beforehand by the child's parent, preferably in writing. We will not send a child home with someone else even if they are known to the staff member/school unless this has been communicated to the class teacher first. The class teacher will be responsible for ensuring that they share this information if someone else will be sending the child home.

When informing the class teacher, parents should indicate if this is an on-going arrangement or a one-off situation. If the arrangement is likely to be frequent, the information will be added to SIMS so that all staff can be made aware of the arrangement.

If someone different is collecting a child, and the teacher does not already know this person, staff will ask for a password as a way of being able to identify them. This information is collected as part of the admissions process and/or as part of the yearly annual data update/collection process. If a parent contacts the school during the day to inform that someone else is picking up the child, the member of staff who takes the message is responsible for requesting a password where one does not appear on SIMS.

If a message is given to a member of the admin team during the school day, it may not be possible for the message to be given to the class teacher before it is time to go home. In these circumstances, class teachers in the first instance try to contact the office via the 2-way radios or will bring the child and the person collecting them to the school office (once all the other children have been dismissed) for clarification of the arrangement before sending the child home.

Children must be collected by someone over the age of 14 years. If staff are unsure of a young person's age, they will ask for proof before sending the child home.

No child will be sent home with another person without the school receiving at least verbal permission from a person with parental responsibility. In the event the parent/carer cannot be contacted the school will seek advice from Children's Social Care before making a final decision to send a child home.

## **Collection from School during School Hours**

Parents/carers should ensure that routine appointments, e.g. to see the dentist or doctor, are made during the school holidays or after school. If your child needs to attend appointments during the school day, evidence of the appointment/s should be provided to the school office prior to the appointment day wherever possible so that this can be recorded. If class teachers are shown evidence of an appointment they will ask the parent to also show a member of the admin team who will make a note on SIMS. When coming to collect your child to attend an



appointment, parents/carers who have not provided evidence beforehand will be asked for evidence to validate the reason for the child to be collected from school during the day. Evidence could include a hospital letter, an appointment card or a text confirmation/reminder. If no evidence can be provided parents/carers may be asked to speak to a member of the Senior Leadership Team.

### **Walking To and From School Unaccompanied**

Many older children (Y5 or 6) in the school walk home unaccompanied at the end of the school day or at the end of an after school club. While we as a school promote independence in our children, we are always mindful that safety and security should come first, particularly as the evenings start to get darker.

Only pupils in year 5 and 6 can go home on their own provided that both the family and school have no concerns about the child's ability to keep themselves safe and that the school receives permission in writing from the parent/carer - this is part of our data collection/ updates.

As part of our safeguarding procedures we have an up to date register of all children who have been given permission to walk home alone. This is kept up to date by the Office Administrators who will ensure that teachers of children in years 5 and 6 have a class list with information about the arrangements for each child. This should be displayed in the classroom in case a supply teacher is taking the class. A copy will also be kept in the main school office.

Parents should ensure that their child understands the Green Cross Code/Road Safety, is aware of stranger danger and clearly understands what action to take in case of an emergency. It is advised that children of primary age walking home alone go straight to an agreed residence and do not go home to an unsupervised dwelling.

### **Safeguarding Commitment**

The school is committed to safeguarding and promoting the welfare of children, in line with Keeping Children Safe in Education 2019, and expects all staff and volunteers to share this commitment. We take seriously our duty of care to our pupils and staff which includes safeguarding them from the risk of being drawn into terrorism - this includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. We work closely with social care, the police, health services and other services to promote the welfare of children and protect them from harm. Radicalisation is recognised as a specific safeguarding issue and is addressed in line with the Government Prevent Strategy and The Counter-Terrorism and Security Act 2015.

### **Privacy Policy**

Compton CofE Primary School is committed to ensuring protection of all personal information that we hold. We recognise our obligations under the GDPR and Data Protection act 2018. Our practice is documented in our Data Protection Policy.

### **Monitoring and Evaluation**

**Written:** January 2022

**Approved by Staff/Parents/Pupils/Governors:** January 2022

**Reviewed:** January 2022

**Date of next review:** January 2024



Dear Parents/Carers,

As part of our regular review of safeguarding procedures we have updated our **Collecting Children from School Policy**.

So that we can make sure all children are going home with the proper adults we are introducing a password system which will become part of our admissions and yearly data update/collection. Children will be allowed home with adults identified on SIMs as a contact. If someone different is collecting a child and the teacher does not already know this person, staff will ask for a password as a way of being able to identify them.

If someone different than usual is collecting, you should let the class teacher know, preferably in writing or via the school office. We will not send a child home with someone else even if they are known to the staff member/school unless this has been communicated to the class teacher first.

When informing the class teacher, parents should indicate if this is an on-going arrangement or a one-off situation. If the arrangement is likely to be regular, the information will be added to SIMS so that all staff can be made aware of the arrangement.

No child will be sent home with another person without the school receiving at least verbal permission from a person with parental responsibility. In the event the parent/carer cannot be contacted the school will seek advice from Children's Social Care before making a final decision to send a child home.

The safeguarding of your children is our priority and we look forward to your support with this new initiative.

Yours sincerely,

Mrs Arscott  
Deputy Headteacher  
Designated Safeguarding Lead

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Child's Name: ..... Year: .....

Password .....

