



Procedure for the Collection of Children at the end of the School Day

January 2023

Staff responsibility

Teachers will open external doors at 3 o'clock. They will wait in their class with their children, for 5 minutes, until all children have been handed over to their parents/carers or trusted adults. If they are not collected within the 5 minutes, the child(ren) will be taken to the office, where they will be supervised by a nominated member of staff. If, after a further 5 minutes no one has arrived to collect the child(ren), the office staff will phone home or another number on the child's emergency contact list. The nominated member of staff will stay with the child(ren) in the office, until a carer arrives.

Parents/Guardians Responsibility

It is the responsibility of the parents/guardians, to inform their child's class teacher or the school office if they are going home with someone other than themselves eg. a friend, or child care establishment. They are to do this in the morning through a written note, an email or a phone call to the office. A list of trusted adults is kept in the school office with updates given to the teaching staff.

If the child is to go to a child care establishment on a regular basis, the parents/guardians need to inform the class teacher in writing, at the start of the term.

If the child is allowed to walk home by themselves, the class teacher needs to be informed in writing.

Child Care Establishments

We ask child care establishments to supply us with a list of children they are collecting and the relevant days. We also ask for a list of the staff who will be collecting those children.

Children who go to the child care establishments congregate in the foyer, under the guidance of the nominated member of staff and they are collected from there.

Delays

If parents/guardians/child care establishments are delayed for any reason, we ask them to ring the school office before 3 o'clock, so that the relevant child(ren) can be brought to the office under the supervision of the nominated member of staff.

Lost child

Children are informed that if they get lost/lose their carer they are to go to the office and tell the member of staff there. That member of staff will then search for/ring the relevant carer.

If a child goes missing, carers are asked to check in the office. If they are not there, they are asked to speak to the nominated member of staff, who will then speak to the class teacher. They will arrange for a number of staff members to search the school and playing fields/playground. If the child is missing for more than 15 minutes, the child's emergency contact numbers are rung. If the child can still not be found after 20 minutes the police will be informed.

Approved (FGB): January 2023

Next Review: January 2025