



# Burlington Junior School

*Achievement for All  
Working in Harmony*

Governors	
Date Sent	31/01/2014
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## DELIVERY AND COLLECTION OF CHILDREN POLICY

The policy will provide clear guidelines for parents/carers, authorised persons, governors and staff in relation to their responsibilities for the delivery and collection to school.

### Aim of the Policy Statement

The aim of this policy is to:

- Ensure the safe delivery and collection of children being cared for or educated on our premises.
- Encourage families to deliver and collect their child/ren on time.
- Comply with all legislative requirements.

### Definitions

**Authorised Persons:** A person for whom the parents/carers have given authority to the school to collect a child.

**Late Collection:** When a parent/carer or authorised person collects their child/ren from the school after 15.30 hours, or after a designated finishing time for an after school club.

### Responsibilities

The school is responsible for

- Providing parents/carers with a copy of this policy, when their children start at the school and ensuring a copy is available for inspection at all times.
- Being available to assist in the situation due to the late collection of a child (refer to procedures in this policy)
- Contacting parents/carers/authorised persons, who do not follow the correct procedures stated in this policy.

- Contacting a parent/carer to gain authorisation if a person who is not listed as an authorised person arrives to collect a child.

Note: Between the hours of 8.55am and 3.30pm the supervision of the children on the premises becomes the responsibility of staff. This time is extended if the children attend an after school club.

Parents/guardians are responsible for:

- Collecting their child/ren promptly at the conclusion of the day session.
- Ensuring their child is signed out and back in when they go home for lunch or leave school for an appointment.
- Ensuring the child/ren's enrolment form includes details of persons who have lawful authority to collect the child/ren (usually the parents/carers) and any other persons authorised to collect the children.

## **Organisation**

### **Delivery of Pupils to School**

- Parents must ensure that their child arrives at school on time (8.55am) ready for registration. The school doors will open at 8.55am
- Children will enter the school by the cloakroom doors. A member of staff will be there to welcome them into school. This door will be locked at 9.00am and children who are late will have to enter via the main entrance door and report to the office.
- Parents of the above children are able to remain on the playground until their child has entered the building if they wish to do so.
- At 9.15am the gates onto the playground will be locked. The pedestrian access is via the back entrance up Pinfold Lane.
- Access to the school is via the intercom system on the door.

### **Late Delivery**

- Parents of all pupils who arrive late for whatever reason must report to the main office and sign their child in with a valid reason.

### **Persistent late delivery**

- Parents of **all** pupils who are persistently arriving late will be contacted by the Parent Support Advisor and asked to attend a meeting at which they will be informed about their responsibilities.
- The above parents will be warned that the Education Welfare Officer will be contacted if this continues.
- Records of referrals to the Education Welfare Officer will be kept by the school.

## **Collection of children**

- Children will leave the school through the cloakrooms doors at 3.30pm. Parents/carers will need to remain outside until all children have exited.
- The main door and back door into school will locked at 3.00pm and remain locked until 3.30pm. If you need to collect your child, access the school via the intercom on the back door.
- Parents/carers/authorised persons wishing to speak with staff involved in the dispersal of children will need to wait until all of the children have departed. For example a person collecting a child informs the teacher that they cannot locate their child's jumper. The teacher would inform the person that they will be able to assist in finding the jumper once all children have departed.
- If children are expecting to meet a parent/carer and that person does not arrive then children are reminded regularly not to leave the school premises if the person collected them is not there. They should then go to the school office where staff will contact parents/carers for advice.
- If a staff member is concerned that releasing a child to the parents/carers, or a person authorised to collect the child, could put the child at risk, the child will not be allowed to leave in their care.
- In the above case the person collecting the child will be asked to speak to the Headteacher or a senior member of staff. He/she will need to decide whether or not the child is safe with the parent/carer. If not, social services will be contacted and, if necessary, the police. This will be fully recorded and placed in the Child Protection file.

## **Collection from clubs etc held after school**

- Parents must indicate on the consent form whether or not they are collecting their child.
- Then procedures are as above.
- Parents who are regularly late will, following a polite reminder, be informed that their child is unable to attend the club.
- Parents/carers must wait inside the main school entrance when they come to collect their child from any school event held on the school premises.
- Parents must inform school of any changes to the usual pattern for collection via the school office.

## **Procedures for unlocking of gates after school**

- At 3.15pm the gates will be unlocked for the parents to enter to collect children
- All external doors will remain secured until 3.30pm.

## **Late collection of a child**

Staff are responsible for:

- In the situation where the parent/guardians or authorised person is late in collecting their child/ren and has not notified the school that they will be late, the staff member is responsible for contacting parent/guardians and, if they are not available, contacting the other persons authorised to collect the child/ren on the child/ren's admission form requesting that they collect the child/ren as soon as possible.

**The parents/guardians/authorised persons/ carers are responsible for:**

- Informing the school office staff as soon as reasonably possible that their child will be collected late, the reason for this and an approximate time for collection
- Ensuring that late collection is not a regular occurrence.

## **Consistent late collection from school**

If parents are regularly late collecting their child from school, the Parent Support Advisor will contact them to discuss the matter further. If there are no improvements, the matter will be referred as a Child Protection issue.