



# **St Gilbert's R.C. Primary School**

## **Collections Policy**

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### **RATIONALE:**

This is an appendix to the Safeguarding Policy which has arisen in line with school conventions and is to be read in conjunction with the Safeguarding policy, Child Protection policy and Mobile Phones policy. The end of the school day is a time that can cause great confusion over responsibility for children's care and safety when children are handed over from the care of the school to the person collecting them. We assume most children are regularly collected by an adult family member but there are exceptions that can apply at any given point based on a variety of situations. This policy will allow parents and the staff of the school to be clear on the correct procedures.

### **OBJECTIVES:**

- To ensure our duty of care to the children in the school is upheld until the children are returned to their designated carers/parents.
- To establish and maintain clear guidelines of the responsibility regarding the safety, safeguarding and welfare of our pupils.
- To ensure that children arrive and are collected punctually to allow for maximum safety and well-being.

### **STRATEGIES**

#### **EYFS & Key Stage 1:**

- Pupils in EYFS and Key Stage 1 can be collected from their classroom door and they will be released under teacher instruction and observation. To enhance this parents must avoid approaching staff as much as possible while they are attending to children arriving/departing the classroom.
- No pupil in Foundation Stage or Key Stage 1 should walk to or from school on their own.
- No pupil in EYFS or Key Stage 1 must be left on their own on the school premises either before or after school.
- Pupils must be collected by someone aged 16 years old or above. If you wish an older sibling/family member who is not over the age of 16 to collect a child, you must return the consent form (at the bottom of this policy and on the school website). These will be kept on your child's file.
- We will not allow older brothers or sisters from within St. Gilbert's to collect younger siblings alone and walk them home. There must be an authorised person, age 16 or over present.
- Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement.
- School must be informed of any changes in arrangements, preferably by letter in advance. In the event of an emergency, you must contact school to inform them who is collecting your child and the person will need to carry identification in order for us to hand the child over to them.
- If no one turns up to collect a child in these year groups they will be kept in school and parents contacted.

#### **Years 3, 4 & 5:**

- Pupils in Key Stage 2 may leave the building into the playground. Staff will be on the exit doors to observe children are collected. Children must remain near a member of staff if no-one is there to collect them.
- No pupils in Years 3, 4, and 5 must be left unattended on the playground before 8:45am or after school.
- Pupils in Years 3, 4 and 5 must not walk to or from school on their own or alone with siblings from within St. Gilbert's (even Year 6 pupils who have consent).
- Pupils must be collected by a responsible person over the age of 16. If you wish for someone younger to collect them, please sign the consent form (at the bottom or on the school website). These will be kept on your child's file.
- School must be informed of any occasional changes to who is collecting a child via a note in their reading diary. E.g. going home with a friend, another parent etc.
- If no one turns up to collect a child in these year groups they will be kept in school and parents contacted.
- School reserves the right to refuse to allow a child to be collected by someone we have not been informed about.
- In the event a child needs to walk home as an exceptional case, parents must approach and discuss with the Head Teacher for approval. This will require a written consent which will be drafted in line with the discussion.

Written Sep 2016

Reviewed Sep 2017

Re-reviewed Sep 2018



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- Children in these year groups are not permitted to bring a mobile phone into school irrespective of how or with whom they are travelling to/from school.
- If your child needs to bring a mobile phone to school on a specific day this must be done following a discussion with the Head Teacher and in line with the school's Mobile Phone policy and a signed permission agreement submitted; this will only stand for the time agreed with the Head Teacher and is not an ongoing agreement.

### **Year 6 pupils:**

- While some children may continue to be collected, we recognise that pupils in Year 6 are beginning the process of transition to High School and as such the decision may be taken for some children that they can start to walk home independently.
- Year 6 pupils may walk to and from school on their own provided that the school has a signed letter as written consent from parents. This must include which days they will be walking, where they are walking to and provide a contact number of where they will be going in case of an emergency in this letter.
- Children in Year 6 are permitted to bring a mobile phone to school provided that we have received a signed mobile phones agreement (available on the school website) in advance and the terms of the mobile phone policy are agreed to and upheld.
- Year 6 pupils cannot be responsible for walking younger siblings home alone and staff will not release children to a sibling from school without a person who has consent with them.
- **School reserves the right to refuse to allow a child to walk alone if deemed a danger to the safety of themselves or others. In this event, the pupil will be kept in school to be collected and parents notified.**

### **Recommendations:**

- It is a good idea to allow children to start to walk to and from school independently when it is lighter in the evenings i.e. the summer months; rather than the winter.
- When deciding whether your child is ready for the responsibility of walking on their own you should consider the following and discuss them with your child:
  1. *Do you trust them to walk straight home?*
  2. *Do you trust them to behave sensibly whether alone or with a friend?*
  3. *Are they road safety aware?*
  4. *Would they know what to do if a stranger approaches them?*
  5. *Would they have the confidence to refuse to do what a stranger asked?*
  6. *Would they know the best action to take if a stranger tried to make them do something they didn't want to do?*
  7. *Would they know what to do if they needed help if a problem arises?*
  8. *Would they know who best to approach to get help in the event of a problem?*

**If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own.**

### **OUTCOMES:**

- Parents and staff are confident that children can safely arrive home at the end of the school day.
- Up to date records will be kept annually through the return of relevant information.
- The safety and well-being of all children is maintained at transition times.

Written Sep 2016

Reviewed Sep 2017

Re-reviewed Sep 2018



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### PEOPLE WHO WILL COLLECT MY CHILD REGULARLY

Name	Relation to child	Age 16+ (Yes/No)

*Please write any additional people on the reverse of this letter.*

*If any of the people regularly collecting your child are under the age of 16 please complete the consent form below.*

### CONSENT FOR COLLECTIONS – AUTHORISED ADDITIONAL PERSONS AND UNDER 16s

I (name) \_\_\_\_\_ give consent for my child  
\_\_\_\_\_ in Year \_\_\_\_\_ to be collected at the end of the school  
day by (Name of person collecting) \_\_\_\_\_.

This person **is / is not** (*delete as appropriate*) over the age of 16 and will be held fully responsible for them once they have been collected from the teacher.

Signed: \_\_\_\_\_ (parent/carer)

Date: \_\_\_\_\_

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*This consent will need to be reviewed and re-submitted annually as appropriate.*