

Wigginton Primary School



Collection of Children Policy

Children will only be allowed off the premises during school hours if accompanied by an authorised parent or carer. If anyone else will be collecting the child, staff must be informed in advance even if this person is known to the teacher. If someone not known to the school comes to collect a child, staff will contact the child's parent or carer to check their identity and authority. Children are expected to be collected on time at the end of the school day. When a parent or carer is unexpectedly delayed, they should telephone the school to advise the staff of the delay so the child can be reassured.

In the Foundation Stage, the staff will only let the children go when the parent/carer is in view. This continues until Year 5, unless specific permission is given by a parent. As the children get older, staff are in the vicinity of the cloakrooms but, as is appropriate to the children's age, there is less direct supervision of their exit from school. If a child is being picked up but the parent/carer is not there, then the children are told to come straight back into school and wait with their teacher or at the office.

Children in EYFS or Key Stage 1, who are going to the afterschool club are collected from school by Wonder Years staff. Children over eight are expected to make their own way to the school hall. Should any child fail to arrive at Wonder Years, they promptly check the child's whereabouts with school.

Arrangements for children with additional needs will be agreed as part of their personal care plan.

If a child is not collected within 10 minutes of the agreed collection time, the school will first check that they are not expected at Wonder Years. If not, the school will then call the contact numbers for the parents or carers. If there is no answer, the school will begin to call the emergency contact numbers for the child.

If there is no response from the parents or carers contact numbers or the emergency numbers within an hour, the school will contact the Police and Social Services.

Throughout this time the child will be safely looked after on the school premises. For after school events, it is the expectation that children will be collected by a parent/carer.

Signed: _____ Headteacher

Signed: _____ Chair of Governors