

St Mary's Church of England Primary School
Pupil Collection Policy

Date of Policy:	March 2023
Member of Staff Responsible:	Senior Leadership Team
Review Date:	July 2024
Consultation:	This policy has been drawn up in consultation with staff and follows guidance from Birmingham LA and the Department for Education (DfE)

Ethos statement

Our school is committed to bringing out the best in each other so that every member of the school community can know 'life in all its fullness' (John 10:10). Through learning of the teachings of Jesus, we believe that our children can explore and develop their understanding of Core Christian values as markers and guides for their own lives. We aim for the school's Core Christian values to inform and influence our pupils' moral compass and allow them to enjoy 'life in all its fullness'. These values are known as the 'Sunshine 6'. They are: Forgiveness, Perseverance, Honesty, Compassion, Courage and Respect.

Introduction

Parents and guardians are responsible for their child's safety once they leave the school premises, therefore it is essential to have suitable and appropriate arrangements in place for the safe collection of children at the end of the school day. This policy is intended to provide clarity for parents, carers and school staff.

Collection arrangements

- These must be formalised at the point of the child's admission to school.
- Parents/guardians can amend these at any point by submitting a written request to the school.
- These arrangements also apply to before and after school activities either on or beyond the school premises.

Parent/guardian responsibilities

- Provide the school with a list of people nominated to collect their child.
- Identify and provide the details of two authorised adults who may be contacted if the parent(s)/guardian(s) cannot be reached or in the event of an emergency.
- Notify the school of any changes to the usual collection arrangements (both permanent changes and one-off instances such as early collection for a medical appointment).
- Make the school aware of any changes to the contact details of parents and nominated collectors.
- Notify the school of any individual(s) not authorised to collect their child and advise on the actions the school must take should there be an attempt to collect the child.

Children travelling to/from school alone

The school recognises that unaccompanied travel to and from school is an important part of developing a child's independence and preparing them for secondary education where this arrangement is commonplace.

There is no law on the age at which children may travel to and from school unsupervised but the school strongly recommends that parents/guardians take the following factors into account when they consider this option:

- The child's level of maturity;
- The child's ability to make safe and sensible decisions;
- The distance of the journey;
- The safety of the journey;
- The measures in place enabling parents/guardians to know that the child has arrived home safely.

If a parent/guardian wishes their child to travel to and from school without supervision, they must notify the school in writing and, wherever possible, refer to the mode of travel and the method by which they know their child has arrived home safely.

Collection by older siblings

The school recognises that the use of older siblings for collection can ease logistical issues and supports parents/guardians.

There is no law on the age at which an older sibling can accompany a child but the school strongly recommends that parents/guardians take the following factors into account when they consider this option:

- The maturity of both the sibling and the child;
- The dynamic and relationship between the siblings;

- The ability of the older sibling to make safe and sensible decisions;
- The distance of the journey;
- The safety of the journey;
- Whether one or both siblings has additional or complex needs.
- The measures in place enabling parents/guardians to know that the children have arrived home safely.

If a parent/guardian wishes their child to travel to and from school under the supervision of an older sibling, they must notify the school in writing and, wherever possible, refer to the mode of travel and the method by which they know their children have arrived home safely.

Late or non-collection

The school day finishes at 3.20 for Reception and Key Stage 1 pupils and 3.30 for Key Stage 2 pupils. It is the responsibility of the parent/guardian to have arrangements in place for their child to leave the school premises safely at these times.

The school recognises there are very occasional circumstances where a child cannot be collected on time due to circumstances out of the parent/guardian's control (e.g. severe traffic congestion). In these instances, the school will keep the child in a safe place while awaiting collection. However, this cannot be accommodated as a matter of routine as the school cannot guarantee constant adult supervision and it is not a designated after-school provider. Alternative arrangements must be made by the parent/guardian to avoid this situation.

The school has a specific policy setting out the action it will take regarding late or non-collection of pupils and this can be located on the school website: <https://www.stmarys-sellyoak.co.uk/wp-content/uploads/Procedure-for-Non-Collection-of-a-Child-2.pdf>

Collection by a person who has not been previously authorised

The parent/guardian must notify the school as soon as possible if a person collecting a child does not appear on the list of nominated collectors. In this instance:

- The parent must provide the nominated collector's name.
- This individual must bring with them a form of identification that matches the name provided by the parent.
- The school will provide a password to the parent that the nominated collector must share upon their arrival at the school.

The child will only be released once all of the above conditions are met. If they cannot, the child will remain at school until they are. The school may escalate the situation so it is dealt with under the policy for the non-collection of a child.

Collection by a parent/guardian or nominated person who presents as being unable to provide safe care

In a situation such as this, the school may decide to:

- Contact another family member or nominated collector and request they come to school to collect the child instead;
- Contact the police or children's social care.

If either of the above options is pursued, the incident will be classed as a safeguarding concern and managed as such.

Managing issues of parental responsibility with regards to collection of a child

-The school will follow guidance issued by DfE (2018) regarding the rights and responsibilities of parents as recognised by education law. The full document can be accessed here:

<https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility>

- The school will adhere to legal orders or instructions that are in place regarding the collection of a child. It is the responsibility of the parent/guardian to notify the school of these and to provide documentary evidence.
- The parent/guardian is responsible for notifying the school of changes to legal orders or instructions and the impact this will have on future collection arrangements.
- The school will not enter into discussions about legal arrangements with parents/guardians where these are disputed. The school's sole responsibility is to comply with legal orders and instructions within its possession.

Policy review

This policy will be reviewed every three years or sooner if changes to legislation and/or local safeguarding arrangements deem this necessary.