

# Askwith Primary School

## Policy for Collecting Children from School 2025-2026

### Purpose

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of a school day, and guidance for parents in the event of them being late/unable to collect their child.

### Aims

- To keep children safe
- To ensure that all members of the school community are aware of the correct procedures for the end of the school day
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details

### Policy

- The school expects children to be collected at the end of the school day, which is between 3:15 p.m. and 3:30 p.m. for Key Stage One and between 3:30 p.m. and 3:45 p.m. for Key Stage Two
- The school gates are opened at 3 p.m.
- Children in Key Stage 1 are let out of class between 3:15 p.m. and 3:30 p.m. and handed over to their parent/carer. Parents/carers are expected to wait in the junior playground to collect their child/children
- Children in Key Stage 2 are let out of class between 3:30 p.m. and 3:45 p.m. Parents/carers are expected to wait for their child/children in the junior playground
- Children may walk home on their own as long as the class teacher has been made aware and a risk assessment has been completed with the parents and child
- If the person expected to collect the child is not there, the child/children will be taken back into school and should be collected from there
- Please refer to **Guidance for Parents** within this policy for the procedure beyond this point

## **Guidance for parents/carers in the event of a parent/carer not arriving to collect their child at the end of the school day**

**As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day.**

**Please ensure that the school has up-to-date telephone numbers to contact you in an emergency.**

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child/children from school, please contact the school immediately (tel. no 01943 462896)
- If you arrange for another adult to collect your child/children, you must inform the school. If the adult has not collected your child/children from school on a previous occasion you should let the school know the details of that person
- If you are unable to arrange for another adult to collect your child/children then the school will look after your child/children in After School Club until 6 p.m.
- If there has been **no contact** with school and you or an identified adult have/ has not arrived by 6 p.m. (if not booked into After School Club) or 6:30p.m. (if at After School Club) to collect your child/children, the school will contact the Customer Service Centre (Children's Social Care)

**If a parent/carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:**

1. The teacher will take the child/children to the school hall and ensure that they are supervised
2. Children who have not been collected by 3:45 p.m. will be supervised in After School Club in the school hall and the usual charges will apply
3. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival
4. If no contact has been made by the parent/carer, the school staff will attempt to contact the parent/carer and/or the emergency contact by telephone
5. Where appropriate, a member of staff will sensitively ask the child whether there is a reason that could account for their parent/carer being late
6. Where appropriate, a member of staff will ask the child if they have any additional contact information
7. School will continue to try to contact the parent/carer and the emergency contact/s
8. If contact cannot be made with the parent/carer or the emergency contact/s by

6:30 p.m., school will contact the Customer Service Centre (Children's Social Care)

9. In an emergency, school will contact the police

**We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carer and s/he has given permission.**

Parents will be informed of this policy via the school's website.

This policy will be reviewed annually.

Reviewed: September 2025

Updated: September 2025