

# GROVE WOOD PRIMARY SCHOOL



## **Collection Policy**

Grove Wood Primary School and the Governing Body fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm

The purpose of the collection policy which should be read in conjunction with the Safeguarding Policy is to clearly define collection arrangements.

### **1. Information**

1.1 Parents of children in the school are required to provide specific information which is kept on our secure database, including:

- Information about who has primary responsibility for the child
- Home address and telephone number of parents/carers with primary responsibility
- Place of work and telephone number (where applicable)
- Mobile telephone number (where applicable)
- Names, addresses and telephone numbers of a minimum of two additional adults who are authorised by the parents/carers to collect their child from the school i.e. childminder, relative, neighbour.
- Information about any person who has been denied legal access to the child

1.2 The school will periodically ask for this data to ensure that the information held by the school is accurate.

1.3 If there are any changes to any of the above we ask that the school office is notified immediately and it remains the responsibility of the primary parents/carers to inform the school of changes to contact details.

### **2. Collection procedures**

2. 1. It is the expectation of the school that the primary parent/carer or their nominee (for example a child-minder who would be a carer with delegated responsibility) collects the child on a daily basis. In

the EYFS and Key Stage One, this will be from outside the classroom. In Key Stage Two, this will be either outside the classroom, on the nearest playground or at a pre-arranged location.

2.2 Where parents deem it to be appropriate, children in Years 5 and 6 are permitted to walk home independently.

2.3 As a school we reserve the right to insist that children in Years 5 and 6 are collected from school where we consider their non-collection to pose a risk to their safety. In this instance, parents will be contacted directly.

2.4 When there is a change to the end of the day arrangements, for either a specific date or over a period of time, parents/carers must inform either the school office or the class teacher. This can be either by letter, in person, by a telephone conversation or by leaving a voice message on the school information line. The class teacher will subsequently act upon the arrangements organised by the primary carer and understood by the school. The school will not accept other forms of communication: this includes emails, Facebook messages, text messages or any other form of digital communication/social media.

2.5 In the event that the parent/carer is running late or has made alternative collection arrangements with a friend/relative due to unforeseen events, they should ring the school to advise of those changes so that both the school and child are aware. The school will then act upon the arrangements organised by the primary carer and as understood by the school.

2.6 In the event that the parent/carer is unavailable to collect the child and no communication has been received by the school, the school will implement the following protocol:

2.6.1 The child will wait with the class teacher for a reasonable amount of time to account for circumstances beyond the parent/carers control, such as heavy traffic. The school considers up to ten minutes to be a reasonable amount of time.

2.6.2 After ten minutes, the child will be taken to the Main Office. The child will be reassured that all efforts are being made to make contact with a parent/carer and to not worry. The child will be offered books/toys to occupy themselves as they wait.

2.6.3 The school will contact the adults as provided on the contact list, following the order as given.

2.6.4 Voice mail messages will be left to ensure that all parents/carers are aware as to why they have been called, providing them with the opportunity to respond as soon as they have received the information. The voicemail message will include the time the message was left and the school contact number.

2.6.5 Upon making contact with the parent/carer, the school will not release the child to anyone but the parent/carer unless the parent/carer has given verbal permission to the school for the school to do so.

2.6.6 In this instance, the school will not accept other forms of communication: this includes emails, Facebook messages, text messages or any other form of digital communication/social media.

2.6.7. If attempts at contacting the parents/carers have not been successful either after forty-five minutes or by 4:30pm, whichever comes first, the procedure for 'Non-Collected Children' will be implemented.

### **3. Non- Collected Children**

3.1 1 Under no circumstances are the staff to look for the parent, nor do they take the child home with them.

3.2 If there has been no contact made after one hour, or no staff available on the premises, the police will be telephoned and given the child's details i.e. name, DOB, address, names of parents/carer's and any other contact details.

3.3 Essex Safeguarding Services may also be informed.

3.4 Should the parent fail to collect the child before 5.30pm then the head teacher will ensure that the child is taken to the police station or the allocated after hours social care.

3.5 If there are two or more such episodes within a six week period, staff will make a referral to Children's Social Care.

3.6 A full report of the incident will be written and placed in the child's school file.

### **4. Persistent non-collection**

4.1 If a family is persistently late in collecting a child then the head teacher will consider taking further action that may include a referral to Essex Safeguarding Services.

## Checklist for child collection arrangements

**1. Has the child been collected by the parent/carer?**

Yes *No further action required.*

No *Go to step 2*

**2. Has written permission (in the form of a signed letter) been provided, giving alternative collection arrangements? For example, has another adult been given responsibility to collect the child?**

*Yes Ensure the validity of the source and follow the arrangements as directed. Emails, Facebook messages, text messages or any other form of digital communication/social media are not acceptable forms of correspondence. In this event, proceed to step 3.*

No *Go to step 3*

**3. Has verbal permission (in the form of a face to face meeting or telephone call or message) been provided, giving alternative collection arrangements? For example, has another adult been given responsibility to collect the child?**

*Yes Ensure the validity of the source and follow the arrangements as directed. If the validity of the sources cannot be verified, proceed to Step 5.*

No *Go to step 4*

**4. Is the parent/carer later than 10 minutes?**

Yes *Take child to the office and proceed to step 5*

No *Wait until 10 minutes and then proceed to step 5.*

**5. Are you able to contact the parent/carers on the contact list?**

Yes *Make arrangements for collection as required.*

No *Leave a voice mail message with the time and school number. Proceed to step 6*

**6. Are you able to make contact with the second contact on the contact list?**

Yes *Make arrangements for collection as required.*

No *Leave a voice mail message with the time and school number. Repeat step 6 until all contacts have been contacted in order. If contact has not been established and collection arrangements have not been made, move to Step 7.*

**In every situation where a child is not collected and parental consent has not been provided to the school, the child must not leave the school site and a member of SLT must be notified immediately.**

**7. Is the parent/carer later than 45 minutes or 4:30pm (whichever happens first) AND has the school been unable to establish contact with a parent/carer?**

*Yes - Either the Headteacher or a Deputy Headteacher will implement the steps for 'Non Collected' Children as outlined in the Collection Policy.*