



Collection from School Procedures

Children being collected by a different adult. Parents responsibility:

- If another parent or known family member is to collect at the end of the day, the teacher should be informed and that information will be recorded in the classroom.
- If the person is unknown to school we ask that the parent fills out a form at the office (or emails details to office).
- Collectors MUST be over the age of 16. Anyone who does not look old enough will be asked for proof of ID.

Child being collected by different adult. School responsibility:

- Staff to record on classroom board any alternative collection arrangements for that day.
- Calls via the office will be recorded on a collection slip and be given to a member of staff in the classroom. Staff will also record this information on the classroom board.
- If the collecting adult does not look over 16 and cannot show proof of age, child must not be released.

Pupils who are not collected / or unknown adult arrives to collect a child:

- Child to be brought into school.
 - Member of staff to ring first contact. If no answer to leave a message.
 - Ring second contact if still no answer from first.
 - Child to be put into After School Club until contact can be made.
 - Calls must not be accepted from the collectors phone but ask parent to ring via the school number.
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- The Permission to Collect form will be updated annually which states the people who will be regularly collecting a child/ can collect a child. This information will be kept in the office.
 - Contact information also to be uploaded onto Scholarpack.