

Chuckery Primary School

Chuckery
Primary School



Working Together

Collection of Children Policy

Completed By:	Angella McMorrow
Date Completed:	September 2024
Agreed by Governors:	September 2024
To be reviewed:	September 2027

Purpose of the Policy

- To ensure there is a clear procedure, followed by all members of staff, to release every child from the school to a responsible adult agreed by parents
- To ensure the circumstances by which a child goes home alone are clearly set out
- To ensure all staff are aware of the policy and follow it accordingly
- To ensure parents and carers are aware of the procedures and are able to follow them accordingly.

Introduction

This policy will ensure that:

- All children are safely dismissed to the care of a responsible, agreed adult at the end of every school day.
- The circumstances which enable a child to go home alone are clear.
- Staff are aware who can collect each child.

Collection during the school day for appointments etc.

Any child who needs to leave during the school day must be collected by an adult and this must have been previously agreed by a member of the Senior Leadership team.

In the case of a medical or dental appointment parents/carers should inform the school in advance that they need to take the child out during the school day and provide evidence of the appointment. Without evidence of an appointment children will not be released.

In the case of a family emergency, parents should contact the school by phone to explain the circumstances and a member of the Senior Leadership team will make a decision if the child is to be released.

Collection at the end of the School Day.

All children must be collected from school by a responsible adult (a person over the age of 18) who is either a parent or an agreed representative of the parent unless it has been agreed with the head teacher that they can go home alone. Under no circumstances will a child be released to a person of school age.

Where an adult who is not known to the releasing member of staff is sent to collect a child, that member of staff should check that they have the parents consent to collect them.

Where an adult who is not known to the school is sent to collect a child, parents should ring school in advance giving the name of that person. This information should then be passed to the member of staff who will be releasing the child.

Children going “Home Alone”

With the written agreement of parents and the consent of the head teacher, children in Years 5 and 6 can be considered to go home on their own.

Children below Year 5 will not be considered and any request will be refused. Parents who want their children to be allowed to go home alone should complete the agreed form (**Appendix 1**). This will then be passed to the Senior Leadership Team for approval based on the child's maturity and ability to make sensible decisions after they leave the school. Where the request is not agreed a letter will be sent to the parents/carers of the child explaining the reason for the refusal. A copy of this form will be kept by the class teacher and the school office. The Head teacher reserves the right to suspend this for specific reasons (e.g where the safety of the children may be compromised)

Collection from After School Clubs

Children should be collected from the school office at 4:30pm. Usual end of day procedures (as outlined above) will apply and will be overseen by a member of the school admin staff.

Document control number:

CPS009-04

Appendix A

Children Going Home Alone Agreement

Name of child

Class

I give permission for my child to go home from school alone.

I understand that the school will take no responsibility for my child once they leave the school premises.

I have spoken to my child about the importance of staying safe on the way home including how to cross the road and the issue of "Stranger Danger"

Signed Date

Name Relationship to
child.....

For office use

Agreed by school
Declined by school
(Delete as appropriate)

Signed..... Date.....

Name Position.....