



# Pilgrims School

---

Collection of Children Policy

January 2022

Next review date: January 2023



**Please note: ‘School’ refers to Early Years Foundation Stage (Little Pilgrims, Kindergarten and Pre School) and Pilgrims Main School.**

This policy will provide clear guidance for parents/carers, authorised persons, governors and staff in relation to their responsibilities for the collection of children who attend Pilgrims School.

**Policy links include:** Attendance, Safeguarding, Out of Hours School Care Policy and Procedures, EYFS.

**Contents**

- Collection of children
  - Who can collect your child
  - Authorisation for other responsible people to collect your child
- Late Collection of Children
- Non Collection of Children
- Parent/carers Ability to Collect
- Factors that may compromise a parent/carer's ability to offer safe care

**Collection of children**

Children should be collected by their parents/carers on time at the end of: their session/ school day /club /Owls. This is to ensure that as little distress as possible is caused to any child, and to adhere to staff working hours.

When collecting children, please do not hold any of the entrance doors or gates open for any other parent or child, to ensure the safety of the children.

The timings for Little Pilgrims, Kindergarten, Pre School and the main school including after school clubs and are detailed in the tables below:

| <b>Time</b>     | <b>Little Pilgrims and Kindergarten</b> | <b>Pre School</b>                       |
|-----------------|---|---|
| 8.00am - 6.00pm | Gate to Bedford Park open               | Gate to Bedford Park open               |
| 8.00am - 8.30am | Breakfast                               | Breakfast                               |
| 8.30am - 8.45am | Short day session begins                | Short day session begins                |
| Mid-morning     | Snack                                   | Snack                                   |
| 11.45           |   | Lunch (full day children only)          |
| 12.00 noon      | Morning session ends                    | Morning session ends                    |
| 12.15           | Lunch (full day children only)          |   |
| 1.00pm          | Afternoon session begins                | Afternoon session begins                |
| 3.30pm          | End of short day                        | End of short day                        |
| 4.00pm          | Tea time                                | Tea time                                |
| 5.00pm          | Afternoon session ends                  | Afternoon session ends                  |
| 6.00pm          | Full day session ends and school closes | Full day session ends and school closes |

| <b>Time</b>           | <b>Main school</b>                     |
|-----------------------|--|
| 8.00am                | Larks in the dining room               |
| 8.00am - 6.00pm       | Gate to Bedford Park open              |
| 8.25am - 8.45am       | Gate into the main playground unlocked |
| 8.45am                | Registration in class                  |
| Mid-morning           | Snack                                  |
| 12.15pm - 1.30pm      | Lunch                                  |
| 3.30pm                | End of school day & Owls commence      |
| From 3.30pm           | Extra-curricular clubs start           |
| From 4.00pm to 5.00pm | Clubs finish. Times vary               |
| 6.00pm                | Owls finishes and School closes        |

This information is also published in the Parent Handbook and on the school website ([www.pilgrims-school.info](http://www.pilgrims-school.info)) along with contact details for the school. Extra-curricular club information is made available to parents prior to booking and listed on their confirmation details.

Parents are notified, in writing, in advance of any changes to collection times which may be due to 'out of school' visits or end of term arrangements.

### **Who can collect your child?**

It is assumed that parents/carers will collect their child on a daily basis. However, we recognise that in certain situations alternative collection arrangements may be required.

It is the parent/carer's responsibility to ensure that their child is collected from school by a 'responsible person'. For the sake of clarity we define a 'responsible person' as someone aged 16 or over. The suitability of this person needs to be considered by the parents/carers on a case by case basis, by a judgment of the potential risks of this arrangement; the maturity of the person collecting / child being collected; the length and nature of the journey home, the behaviour and relationship of the person collecting, to the child being collected.

If there are any special circumstances which may prevent you from being able to follow the above process, please speak to the Headteacher or Deputy Head.

In a situation where a person collecting does not appear 'responsible', as outlined above, a member of staff may contact the child's parents to gain further information before releasing the child into their care.

In order to ensure the safety of all children in our care, we are unable to hand over to any person other than you the parent/carer unless you have given us prior permission as outlined below.

## **Authorisation for other responsible people to collect a child:**

### **Pre-authorised collection arrangements**

Parents are asked to authorise other 'responsible' people who will be collecting their children from school on a regular or ad-hoc basis by completing the Pre-authorised Collection form (Appendix A). This form should contain details of any responsible person who may be collecting your child from school during the academic year i.e. grandparents, child minder, auntie, family friend, fellow parent etc.

The school will issue this form in the summer term for completion in preparation for the new academic year. It is the parent's responsibility to inform the school of any changes to the form during the year. A child will not be released into the care of any person unless pre-authorised.

### **Changes to pre-authorised collection arrangements**

We recognise that on occasions, a person who is not listed on the 'Pre-authorised Collection' form may be required to collect a child. In this instance the parents/carers must give verbal/written consent for another 'responsible' person to take their child home. This information will be recorded by the school on the Changes to Pre-authorised Collection slip. These slips are available via the school office or to download from the school website. Once completed, slips should be handed into the relevant member of staff or school office. If parents/carers are dropping their child off at Larks they will be directed to the school office to complete a form.

### **Passwords**

A password is required as an identity check where the person is not known to the school and **all** parents/carers are asked to provide one. There might be an occasion where the person dismissing a class does not know the parents and in this situation they may need to use the password as an identity check on the parents/carers themselves. Parents / carers must ensure that all authorised people are aware of this password. Where an authorised person is unable to provide the correct password, the parents will be contacted to confirm identity.

### **Late collection**

Parents are asked to notify the school as soon as possible if there are any changes to their collection arrangements or if they are going to be late. Parents can inform the Early Years departments directly via the options on the main school telephone number. For main school children (Reception to Year 2) parents can call the school office up until 5pm. Between 5pm and 6pm the parents need to contact the Owls or Holiday Club team directly on their mobile number (07756041322).

If a child is not collected at the end of their session / day, our staff will:

- Re-assure the child
- Check for any information about changes to the normal collection routines
- Attempt to contact the parents/carers at home/work/mobile phone
- Attempt to telephone emergency contacts

If the expected pick up time is before 6pm, the child will remain in Little Pilgrims, Kindergarten or Pre School for an additional session or be placed in after school care. The corresponding charge will be added to the next fee invoice issued.

Where a child has not been collected by 6pm (when the setting closes), and there has been no contact from the parents/carer, all contact numbers for the child will be called, in the order specified by the parent (a file containing these numbers is held in the office). Parents must ensure that the school holds up to date contact details.

At all times, there will be a minimum of two staff present on site until the uncollected child is safely handed over to an authorised adult. Where there are other siblings within school the children will be looked after together.

Children will never be allowed to leave the premises with an unauthorised person and must never be taken home by a member of staff unless authorised to do so (permission must have been received in writing or actioned by Social Services).

If a child is consistently collected late, parents will be written to and / or invited into the setting to discuss the reasons for the late collection. Advice and support will be provided to the parents where necessary. If the issue persists, parents will be asked to make alternative collection arrangements to resolve the situation, and this may result in long day sessions and / or after-school care facilities being withdrawn.

The school reserves the right to charge £5 for every 10 minutes (or part of) which will be added to the fee invoice. This charge is to discourage late pick-ups and is not an optional facility offered by the setting.

### **Non Collection of a child**

If the school is unable to contact the child's parents or anyone else listed as an emergency contact by 6:30pm, the Headteacher or member of the Senior Leadership Team (SLT) must be notified. During this time:

- Attempts should continue to be made to contact the parents/carers at home / work / mobile phone along with any other emergency numbers.
- The child will continue to be offered reassurance and support.

If no contact has been established with the parents/carers within one hour of alerting the Headteacher or member of SLT, the school will follow their child protection procedures, and contact the Local Authority Emergency Duty Team (EDT) on the out of hours number of 0300 300 8123.

A full report of the incident including action taken and calls made will be recorded on the iSAMS Wellbeing Module.

Once the situation has been resolved, it is important to establish how and why the circumstance arose and to ascertain whether there is anything that the school or parents could reasonably do to avoid a recurrence of this situation. It may be necessary to discuss with the parent steps that they could take to avoid recurrence e.g. ensuring that the school has current contact details etc. It will also be necessary to review the procedures used to ensure that they worked smoothly and if necessary to amend for future incidents.

### **Factors that may compromise a parent/carer's ability to offer safe care**

If the behaviour and presentation of an adult authorised to collect a child from school suggests that they are unable to offer safe care, steps must be taken to clarify the situation and assess the risk to the child.

Factors our staff should consider:

- Staff safety and the safety of the children in the building
- Talking to parent / carer to ascertain if they appear able to offer safe care for their child
- How is the adult presenting - are they staggering, speaking incoherently?
- Does the parent/carer's needs compromise the ability of parents to meet the child's basic needs? If so how?
- How do they intend to get home, how did they arrive at school with the child? Is the parent driving? Are they fit to do so?
- Is the parent/carer in sole care of the child? Can the adult identify another parent or supportive adult to be with them and the child?

If a member of staff is concerned about the parent/carers ability to care for the child based on the factors above and the school is unable to contact another authorised 'responsible' person, then a safeguarding referral to Children's Services is required.

The school should aim to retain care of the child whilst awaiting the advice of Police and Integrated Front Door. Schools do not have the authority legally to retain a child against a parent/carer's will; therefore if this is not possible, then the school should consider ringing for a Police welfare check on the non-emergency number, 101.

There may be occasions where an immediate, emergency call needs to be made to the police (i.e. 999) because it is judged that a child or another person (including staff) may be imminently at risk of serious danger.

Examples may include:

- where an intoxicated parent/carer is behaving violently or is threatening violence such that the belief is that the threats may be carried out thus compromising the immediate safety or care of a child, or;
- place others in danger by driving a car whilst unfit through alcohol or drugs

### **Extra-curricular activities**

The same policy and procedures are applicable to out of school care, clubs and activities.

## APPENDIX A: Pre-authorized collection form

Dear parents,

With regard to our Collection of Children Policy, we recognise that from time to time or a regular basis you may find it necessary for someone else to pick up your child from school. To ensure the safety of all of the children in our care, we are unable to hand over your child to any person other than you the parent/carer unless you have given us prior permission. If you wish to provide the school with a pre authorised list of 'responsible people' that have your permission to collect your child from school in your absence we would ask that you complete the form overleaf. Please note that in doing this you are giving your permission for the school to release your child into the care of any person on this list at any-time provided they are aware of the password.

We ask that you give careful consideration to the people listed and for the sake of clarity we define a 'responsible person' as someone aged 16 or over. The suitability of this person needs to be considered by the parents/carers on a case by case basis, by a judgment of the potential risks of this arrangement; the maturity of the person collecting / child being collected; the length and nature of the journey home, the behaviour and relationship of the person collecting / being collected.

You will be able to amend or update this list at any time should you wish to. We recognise that on occasion a person may be required to collect who is not listed on this form. In this instance you can inform the school verbally or in writing using the Changes to Pre authorisation Slip (Appendix B).

A password is required as an identity check and will be asked for where your child is being collected by a person other than yourself and is unknown to the member of staff. It may also be used on parents themselves where they are unknown to a member of staff. **All parents** need to supply a password regardless of whether they are giving permission for additional responsible people to collect. Please specify your chosen password on this form ensuring that is something that you will remember and that it is not shared with anyone other than those listed on this form. The forms should be returned to school via your child's class teacher, key person/room leader.

**I give permission for my child to be collected after school by the following responsible people. :**

Child's name:  Class/Room:

Password:

**Parents should provide a password whether or not they are the only responsible people collecting. A parent may be asked to provide a password by a member of staff, if they are unknown to them.**

| Name of responsible person | Relationship to child |
|----------------------------|-----------------------|
|                            |                       |
|                            |                       |
|                            |                       |
|                            |                       |

Signed:  Date:

**APPENDIX B:**  
**Main School – Changes to pre authorised collection arrangements**

Child's name:  Class:

Name of person collecting:

Relationship to child:

Date of change to collection:  Password:

Collecting at/from: (please tick)

|                          |                           |                          |
|--------------------------|---------------------------|--------------------------|
| 3.30pm                   | Clubs<br>(please specify) | Owls                     |
| <input type="checkbox"/> | <input type="text"/>      | <input type="checkbox"/> |

Message taken or form completed by:  Date/time:  /

- Slips for changes to collection at 3.30pm will be passed to the class teacher.
- Slips for changes to collection from Clubs or Owls need to be sent to the main school office and put into the Owls pigeon-hole or attached to the Clubs' register.

Child's name:  Class:

Name of person collecting:

Relationship to child:

Date of change to collection:  Password:

Collecting at/from: (please tick)

|                          |                           |                          |
|--------------------------|---------------------------|--------------------------|
| 3.30pm                   | Clubs<br>(please specify) | Owls                     |
| <input type="checkbox"/> | <input type="text"/>      | <input type="checkbox"/> |

Message taken or form completed by:  Date/time:  /

- Slips for changes to collection at 3.30pm will be passed to the class teacher.
- Slips for changes to collection from Clubs or Owls need to be sent to the main school office and put into the Owls pigeon-hole or attached to the Clubs' register.

**Little Pilgrims/Kindergarten/Pre School - Changes to pre-authorized collection arrangements**

|                                     |                      |            |                                |
|-------------------------------------|----------------------|------------|--------------------------------|
| Child's name:                       | <input type="text"/> | Room:      | <input type="text"/>           |
| Name of person collecting:          | <input type="text"/> |            |                                |
| Relationship to child:              | <input type="text"/> |            |                                |
| Date of change to collection:       | <input type="text"/> | Password:  | <input type="text"/>           |
| Message taken or form completed by: | <input type="text"/> | Date/time: | <input type="text" value="/"/> |

|                                     |                      |            |                                |
|-------------------------------------|----------------------|------------|--------------------------------|
| Child's name:                       | <input type="text"/> | Room:      | <input type="text"/>           |
| Name of person collecting:          | <input type="text"/> |            |                                |
| Relationship to child:              | <input type="text"/> |            |                                |
| Date of change to collection:       | <input type="text"/> | Password:  | <input type="text"/>           |
| Message taken or form completed by: | <input type="text"/> | Date/time: | <input type="text" value="/"/> |

**Process for school purpose:**

The Pre authorised form is sent out electronically in the June for the new academic year to existing parents. **Pre authorised forms will also be issued to new children in their enrolment pack**

**Main school:**

- The office will input the data onto the data base ready for September and will chase up any outstanding forms.
- Data from the pre authorised forms will be collated and used to create class and Clubs lists. Owls / Holiday club will be given a copy of all class lists.
- If there are any changes to pre authorised forms during the academic year these need to be updated on the data base and all relevant class and club lists need to be reissued. Owls and Holiday Club will also need updated lists.

**Holiday Club:**

- Parent / carers of Holiday Club children who do not normally attend Pilgrims and do not have a pre authorised form will be required to complete a Changes to Pre Authorised Collection slip if the parent/ carer is not able to collect.