

# COLLECTION OF CHILDREN

**POLICY**

**Date Adopted:**

**October 2022**

**Prepared by:**

**Local Authority**

**Approved by:**

**Principal**

**Next Review:**

**October 2025**



## **1. Introduction**

- 1.1 This policy is based on Local Authority advice. It has been adopted to support the welfare and safety of the children attending Sandringham Primary School.

## **2. Collection at the end of the school day**

- 2.1 The school will ensure that every pupil is safely collected by a parent, carer or designated adult at the end of the school day or after the child's attendance at an after school club, unless parents/carers have made alternative arrangements which have been agreed by the school.
- 2.2 Staff will request a prearranged password if the person collecting is not on the list of those authorised to do so, or if staff are not familiar with parents/carers or others who are collecting children.

## **3. Collection during the school day**

- 3.1 We ask that, wherever possible, children are not withdrawn from school during the school day. Where this cannot be avoided, parents are asked to provide us with as much notice as possible; without this there may be a delay while we bring children to the collecting adult.
- 3.2 Staff will require that a password is provided by all adults who wish to collect pupils during the school day.

## **4. Authorised persons and passwords**

- 4.1 Upon admission to the school and at the start of each year, we ask all parents/carers to provide us with a list of adults who would usually collect their child. We check this list annually. Parents/carers are asked to inform the school whenever these details change.
- 4.2 We also ask parents/carers to provide us with a password, which we will ask for when children are collected:
  - during the school day;
  - at the end of the day where the person collecting a child is not known to a member of staff;
  - at the end of the day where there is any uncertainty that the adult was due to collect a child.
- 4.3 Anyone collecting children must know the password. If anyone different to those listed will be collecting a child, parents should ensure that they let school know beforehand to avoid any confusion for their child.
- 4.4 Where a password is not provided, we will not allow pupils to leave school.
- 4.5 A list of frequently asked questions about passwords is included in Appendix 1.

## **5. Concerns about the person collecting a pupil**

- 5.1 If staff are concerned that the presentation of a person collecting a child suggests that they are unable to offer safe care, steps will be taken to clarify the situation and assess the risk to the child.
- 5.2 Staff will talk to the person to ascertain if they appear safe to be able to offer safe care for the child. Their considerations will include:
  - How is the person presenting - are they staggering, speaking incoherently?
  - Does the person's needs compromise their ability to meet the child's basic physical and psychological needs? If so, how?
  - How do they intend to get home /how did they arrive at school? Are they fit to walk, drive, cycle?
  - Is the person in sole care of the child? Can another parent or supportive adult to be with them and the child?
- 5.3 If staff remain concerned about the ability of the person collecting to care for the child based on the factors above, then a safeguarding referral to Social Services will be made.
- 5.4 The school will aim to retain care of the child whilst awaiting the advice of Police and Children's Services and will consider ringing for a Police welfare check on the non-emergency number, 101.
- 5.5 Where the child or another person is at risk of immediate harm, staff will make an emergency call to the Police using 999 service.

## **6. Uncollected children**

- 6.1 We have a separate *Uncollected Children Policy*, which covers our arrangements for when children are not collected by an authorised adult or when we have concerns about children travelling alone.

## **7. Children who travel home by themselves**

- 7.1 We have a separate *Children Travelling To and From School Alone Policy*, which covers our arrangements for when we allow children to leave school without being collected by an adult.

## **Appendix 1 – Passwords – Frequently Asked Questions**

### **You know who I am – why are you asking for the password?**

There are several reasons, the most important being that we want to make sure that your child only leaves school with someone who is authorised to take them at that time. Additionally:

- we have been told to do this by our Local Authority each time a child is collected during the school day;
- as our school is growing it is difficult for all members of staff to recognise all people who collect each child;
- we might recognise you but we might not have been expecting you.

We know that being asked for a password can sometimes feel a little embarrassing, but thank you for your assistance in helping us to keep children as safe as possible.

### **What should I use as my password?**

Please choose a memorable word that you are happy to share with school and with those who are authorised to collect your child. We recommend you don't use a date of birth or middle name which someone else might be able to work out.

### **Can I use the same password for all my children?**

Yes. We will ask you to complete and return a form for each child but you can use the same password if you wish.

### **Who should I share my child's password with?**

We recommend that you only share it with those who usually collect your child.

### **What happens if I forget my password?**

Please complete a Collection Arrangements Form with your new memorable word and share it with those who usually collect your child.

### **What if I don't want someone to collect my child anymore?**

Please let us know straight away and we will advise staff. Please complete a new Collection Arrangements Form with a new memorable word. The new word should be shared with all those who are still allowed to collect your child.

### **What if someone other than those listed comes to collect my child?**

If you have contacted us to let us know they will be collecting your child and they have the password we will let your child go home with them. If you contact us by phone we will ask you for your password. If the person does not have the password we will telephone you to seek confirmation before letting your child leave.

### **What if I am not able to let school know that someone different is collecting my child?**

We understand that emergencies happen but we will err on the side of caution and keep your child with us until we can contact you or someone on your emergency form to verify the collection arrangements.