



# Illogan School

## Collection of Pupils

### Objective

The objective of this policy and guidelines is to ensure that legal requirements are met and that pupils in the care of the school are supervised responsibly until they are returned to the care of their parents or other caregiver.

### Policy

#### 1. Reception class and K.S.1

- 1.1. Parents/caregivers should make themselves known to the class teacher and the class teaching assistant of the class.
- 1.2. No person may collect a child unless they are known to the class teacher or class teaching assistant, or unless the parent/caregiver has informed staff of a change either in writing or verbally.
- 1.3. Class teachers or teaching assistants on duty will observe as closely as possible the collection of pupils and only allow children to be taken by a recognised parent or guardian.
- 1.4. Teacher or T.A. will ensure pupils not collected by 3.30pm go to the reception area and inform a member of the SLT.
- 1.5. Teacher or T.A. will make all reasonable attempts to contact parents using the contact information supplied to the school by parents.

#### 2. KS 2 classes – as above with the following addition

- 2.1. Parents who would like children to make their own way home should inform the class teacher accordingly, preferably in writing. When permission has been given teachers will allow children to leave school at the end of the school day.

#### 3. Parent Responsibilities:

- 3.1. Parents will make all necessary arrangements to ensure that their child is collected at the appropriate time from a school activity
- 3.2. Where parents become aware that collection of their child will be late for a reason beyond their control, the parents will:
  - 3.2.1. Endeavour to inform the supervising staff member, and
  - 3.2.2. Make alternative arrangements for the child to be collected as soon as practical.

4. **Collection under other circumstances.**

4.1. **When a pupil is collected by taxi.** Parents must notify the School Office if a pupil is to be collected by taxi. Arrangements made for collection of a pupil by taxi are to be made through the School Office and, if possible, pupils collected from school by taxi are to be collected from the School Office. Office staff will take reasonable steps to ensure that arrangements with the taxi driver are appropriate.

4.2. **At school events or after school.** Parents may make arrangements for their child to be collected from a school event by directly notifying the appropriate staff member of this arrangement, preferably in writing or by e-mail.

5. **Cessation of Responsibility of Care.**

5.1. The school will take all reasonable steps to ensure that parents know the time that pupils should be collected from school events.

5.2. Parents are required to make suitable arrangements for their child(ren) to be collected from school events by the appropriate time.

5.3. If a pupil is not collected after a school event, the pupil may not be left unsupervised by a staff member for any reason. There is no time limit to this responsibility - it is on-going until properly relinquished as above.

5.4. If a pupil is not collected after a reasonable time, the responsible staff member should take one or more of the following actions:

5.4.1. Turn responsibility for supervision of the pupil over to another staff member who is present at the event;

5.4.2. Communicate directly with the pupil's parents or caregivers;

5.4.3. Return the pupil to school and turn responsibility for supervision of the pupil over to another staff member;

5.4.4. Contact another member of staff or the Headteacher.

5.5. **If we have not been notified, or have been unable to contact the emergency numbers by 6.00 p.m., it is the school's responsibility to contact the Social Services emergency duty line and they will take responsibility for un-collected children.**