



Copnor Primary School

A11. Collecting Children from School

A. Rationale

Copnor Primary is fully committed to uphold its responsibilities for protecting children. Our policy applies to all staff, Governors and volunteers that work within school. The Collecting children from school policy sets out the procedures to follow when releasing children from school during the school day; or if the arrangements for collecting the child at the end of the school day has changed.

If a child has an appointment during the day, we could ask the adult who comes in to collect them for some form of ID. This would happen in the event that the member of staff assisting is unsure who that person is. We will check our Data Forms to confirm that the person collecting is listed as a contact, and we will regularly remind parents and carers to ensure all adults authorised to collect their child are named on the Data Form.

Children will only be released in to the care of someone who is over 18 years old during the school day.

B. Procedures if a child leaves school early or the end of day collection has changed

Below are the procedures we will follow if a child leaves school early for an appointment or if the person collecting at the end of the day has changed.

1. If we receive a phone call to say that a child will be collected for an appointment during the day, we will inform the caller that we will be contacting the person who is priority 1 on the Data Form immediately to verify the message. If we are unable to contact priority 1 then we will not release the child until we are fully satisfied it is safe to do so.
If the adult collecting does not have an official appointment slip, we will issue them with a form to be stamped by the receptionist when they attend the appointment.
2. If there are any changes to the person collecting a child at the end of the school day parents/carers will need to notify the school office before 2.30pm. This change of arrangement will be confirmed by contacting priority 1 on the Data Form and we may ask the person collecting for ID. We will not be able to guarantee that a child will be released on time if we receive calls after 2.30pm, as we will need to verify this instruction is from the parent who is priority 1.

Parents/carers should allow for extra time when collecting a child for an appointment to ensure that the member of staff releasing the child has made all reasonable checks to ensure it is safe to do so. We will be unable to guarantee a child will be released on time if a parent/carer turns up without advance notice until all the above security checks have been carried out.

Agreed: Sept 2017
Review Date: Sept 2018