



Collection of pupils from the Pre-Prep (KS1 and EYFS)

A copy of this policy is published in the following areas:

Link in staff handbook

Staff shared area

The school website

Created: March 2014

Reviewed and updated: September 2024

Date for next review: September 2025

Created by: EYFS Coordinator

Rationale

The rationale for 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.

A. Policy

- Parents/carers should make themselves known to the class teacher and the class teaching assistant.
- No person may collect a child unless they are known to the class teacher or class teaching assistant or unless the parent/carer has informed staff of a change either in writing or verbally or provided some other means of identifying the person collecting e.g. a password and/ photograph.
- Parents/carers must complete the 'Safe Dismissal and Collection of Children form' at the earliest opportunity.
- 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 carer.
- The teacher or teaching assistant will ensure pupils not collected by 3.45pm or following an afterschool club at 4.30pm go to after school wrap around care.
- The teacher or teaching assistant will make all reasonable attempts to contact parents/carers using the contact information supplied to school by parents.

B. Parents' Responsibilities

Parents/carers will make all necessary arrangements to ensure that their child is collected at the appropriate time from a school activity. Where parents/carers become aware that collection of their child will be late for a reason beyond their control, the parents/carers will:

- Endeavour to inform the supervising staff member
- Make alternative arrangements for the child to be collected as soon as practical using adults known to the staff or a password system and verbal consent.

C. Cessation of Responsibility of Care

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

- Parents/carers are required to make suitable arrangements for their child/children to be collected from school events by the appropriate time.
- 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.
- If a pupil is not collected after a reasonable time, the responsible staff member should take one or more of the following actions:
 1. The child will remain in wrap around care until 5.30pm whilst the member of staff on duty takes all reasonable steps to ensure they have contacted parents using the contact information supplied by parents or carers.
 2. The pupil will then be taken to wait with the Head of Prep or the member of staff on duty.
 3. If the school has not been notified or have been unable to contact the emergency numbers by 6.30pm, it is the school's responsibility to contact the Social Services emergency duty line and they will take responsibility for a child who has not been collected.