Collection of Children Policy

Date agreed by Governors	Summer 2022
Reviewed	Autumn 2024
Reviewed	Autumn 2026
Next Review	Autumn 2028

Linked Documents
Child Protection and Safeguarding Policy
Critical Incident Plan
Educational Visits Policy
Staff Code of Conduct

The United Nations Convention on the Rights of the Child (UNCRC) articles which inform this policy are:

- Article 3: The best interest of the child must be top priority in all decisions and actions that affect children.
- Article 19: Governments must do all they can to ensure children are protected from all forms of violence, abuse, neglect and bad treatment.
- Article 31: Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.
- Article 33: Children must be protected from the use, production or distribution of illegal substances.
- Article 34: Children must be protected from all forms of sexual abuse and exploitation.

School's Purpose: To prepare pupils for lifelong success

School's Vision: At Godwin Junior School we:

- Value everyone
- Instil a love of learning
- Seek and encourage talent
- Inspire resilient learners
- Open minds to develop responsible global citizens
- Nurture confident, articulate individuals

Introduction

Godwin Junior School is committed to safeguarding and promoting the welfare of children, including on their journey home from school. The purpose of this Policy is to ensure that children are collected from school in a safe and regulated way.

Contact Details

When a child starts at Godwin, either on entry in Year 3 or as a mid-phase admission, details of parents/carers are collected and kept on file in the school office. Parents/Carers should provide:

- home address and telephone number - if the parents/carers do not have a telephone, an alternative number must be given
- mobile telephone number
- names, addresses and telephone numbers of adults who are authorised by the parents/carers to collect their child, for example a childminder or grandparent
- information regarding any person who does not have legal access to the child
- emergency contact details

Usual Collection Arrangements

At the start of each school year, staff will establish with the parent or carer the 'normal' collection arrangements for the end of the school day. Details of who is authorised to collect children will be kept in the school office. This information will be shared with adults who regularly cover the class. Parents/carers must inform staff of any changes either in person or by email/letter.

At the end of the school day all children will be taken out as a class by a member of staff and handed over to their parent/carer or other authorised adult, including Premier Education after-school staff, when they can be seen.

On occasions when parents/carers or the normally authorised person are unable to collect the child, they must inform the school office before 2:30 pm on that day so that the information can be recorded and passed on to the child's teacher. The school must agree with parents/carers how the identification of the person who is to collect their child will be verified.

No person other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately to establish whether the child may leave school with this person.

Authorisation To Walk Home Alone

Children in Years 3 and 4 must be collected by an adult or older sibling at secondary school who has authorisation to be responsible for the child on their journey home. Children in Year 5 and Year 6 cannot be authorised to collect younger siblings.

Parents/carers must supply written authorisation if they wish a Year 5 or Year 6 child to go home by themselves.

After School Enrichment Activities

An attendance record is kept for all after-school clubs which indicates the collection arrangements. It is the responsibility of the adult leading the club to ensure that all children are collected by an adult who has authorisation to do so.

Educational Visits

For educational visits, sporting events or other off-site activities that end after the school day has finished, parents/carers must complete details of collection arrangements on a response slip.

Late collection

It is usual practice that at least one member of the school's Senior Leadership Team is on the school premises at the end of each day until every child has safely left the premises. This also applies to children returning from an educational visit, sporting event, etc.

In the event that an authorised adult day does not collect a child at the end of a school day or following the return to school from an activity, the Senior Leadership Team assumes responsibility and puts into practice agreed procedures.
If a child is not collected at the end of the session/day, we follow the following procedures:

- members of the admin team are asked if they have received any information about changes to the normal collection routines
- if no information is available, parents/carers are contacted at home or at work. All reasonable attempts are made to contact the parents/carers. If no reply, the recorded emergency contact numbers will be called. This will continue until contact is made
- the child will stay at school in the care of a member of the SLT until he/she is safely collected
- if the school is unable to make contact with parents/carers or emergency contacts and no one collects the child by 6:00 pm, the Head Teacher or Deputy Head Teacher will contact the social services duty desk for advice (020 8430 2000) or Triage 020 373 4600
- a report of the incident is recorded and logged as a Safeguarding Incident

Child Missing At The End Of The Day

As soon as it is clear that a child is not with the parent/carer or not at the place where they are expected to be, the member of staff who has been informed of the missing child should report to the office. The office staff will inform a member of SLT who will:

- establish the details: name of child, class, which staff member dismissed the child, who the staff member handed the child over to, who usually collects the child, where the child should be etc.
- confirm that the child is not on the school premises by co-ordinating available adults to check with Premier Education and then search areas of the school building and grounds
- contact other adults on the collection list to make sure the child isn't with them
- contact the parents/carers of the child's friends to establish if the child is with them
- if the child may have left the premises, co-ordinate a search of the route home and immediate area surrounding the school
- maintain contact with the parent/carer or adult who raised the concern
- once the above actions have been carried out, or earlier if considered appropriate, the nominated SLT member will make the decision to contact the police (999) and NPW School

Support. At this stage, the school will follow advice and may upgrade the concern to a critical incident.

- ensure a record of the incident is completed
- when the child is found, conduct an investigation, which will always include a conversation with the child's parent/carer
- inform the Governing Board of a 'missing child' incident in the Head Teacher's Report