



# Inspire Education Trust

Together we achieve, individually we grow

## Collection of Children Procedure

---

**Policy Date:** November 2021

**Review Date:** November 2024

## Document History

Version	Status		Date	Author	Summary Changes
V1			Nov 21	Rob Darling	Initial draft

## 1. Introduction

This policy is to ensure that children arrive and depart from school safely.

The school gates are unlocked from 8.30am. Children should arrive at school from 8.30am onwards unless special arrangements have been previously made with our Before and After School providers.

All parents are required to provide details of parent/carer and other family members who may collect their child – these details are collected each year by the admin office on the contact form. All parents will notify the school in advance if a different person will be collecting their child and who that person is.

## 2. Nursery

Parents/Carers should bring their children to the nursery entrance and wait with them until the gates and doors are opened at 8:30 am. The doors and gate will remain open until parents/carers have left (approximately 8:40am). Once inside children should hang their coats on their pegs in the classroom and parents can then depart. Members of staff will be available to pass on or receive information as necessary. Children should be collected at 11:30am, unless arrangements are in place for them to attend lunch provision and/or \*Kidco. Children will be handed over to their parent/carer by a member of staff.

*\*Kidco provision at Walsgrave and Clifford Bridge only.*

## 3. Reception and KS1

Parents/carers should bring their children on to the playground and wait with them until the staff open the main school doors. The bell will ring at 8:45am and the doors will remain open for 10 minutes so the children can drift in. The doors will close at 8:55am. Once inside the school the children should hang up their coats and bags and proceed to the classroom. Members of staff at the door or the admin staff will pass on any information necessary.

At the end of the school day parents should wait on the playground at 3:15pm promptly to receive their child from a member of staff. All children will be handed over to their parent/carer.

## 4. KS2

From 8:30am the children may arrive and go straight on to the playground. The bell will ring at 8:45am and the doors will remain open for 10 minutes so the children can drift in. The doors will close at 8:55am. As soon as the children enter school they should hang up their coat and bag and proceed to their classroom where they will engage in early morning activities.

At the end of the school day 3:15pm the children should leave the building via their year group door and wait until they have been collected by their parents or carers; some children walk home on their own – this consent must be given to the school prior to this arrangement being agreed. (Typically, this will only children in Years 5 and 6.) If there is a change to the identity of the person who normally collects the child the school must be informed in advance otherwise staff will have the right to refuse to hand over the child until confirmation has been received from the parent/carer confirming the identity of the person collecting the child. Please be aware, we are not at liberty to release children to siblings unless written permission is given by the parent who retains parental responsibility if the child is under 16.

## 5. Late arrival of children

Registration will start at 8:55am and finish by 9:00am, therefore any children arriving after 9:00am will receive a late mark in the register. At 9:00am the doors will close and the playground gate will be locked. All parents arriving at school after this time must enter through the main doors in the office area. Parents will be greeted by a member of admin staff or a learning mentor who will get the parents to sign in their child and explain why they were late. Children will then be escorted to their classroom.

At 9:30am the admin team will call parents to find out where the child is and why they have not come to school. The learning mentor will visit the family home (if required) to support the family in getting the child into school.

\*Kidco (before and after school club)

Kidco runs from 7:45am to the beginning of the school day. At the end of the day it runs from 3:15pm to 5:45pm. The club uses the schools main entrance. Parents must inform a member of admin staff or call the Kidco number (displayed on the door) and their child/ren will be brought to meet them.

On arrival children should be brought to the school's main entrance by their parent/carer and handed over and signed in by a member of staff. At 8:45 am children will be handed over to their class teacher. At the end of the children's club session the parent/carer will collect their child from a member of staff promptly by 5:45pm.

## 6. Late collection of children

In the event that a child is not collected by an authorised adult at the end of a session/day, the school puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified member of staff who is known to the child.

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Whenever possible, late collection of children from school should be avoided and parents/carers are expected to make every effort to avoid this happening. However, there may be unavoidable circumstances where a parent or carer may be late. In these circumstances, the parent/carer should notify the school as soon as possible that they will be late and give an approximate time of arrival.

Uncollected children will remain with a member of staff, usually a member of the admin staff until they are collected by a family member. Where a child has not been collected and there has been no explanation, the school will ensure supervision until collection. The school will try to make contact with the people on the list of contacts. If after 30 minutes (3:45pm) the school has failed to make contact with a parent/carer or another family member the child will go into the Kidco club and the parent will be charged the agreed rate for the session; SLT/Learning Mentor/Business Manager will continue to contact parents but if no contact has been made by end of the Kidco session (5:45pm), Social Care will be contacted and the child handed over to them for temporary care.

In the event of the Social Services being called and responsibility for the child being passed to a child protection agency, the school will attempt to leave a further telephone message with the parent/carer or designated adults' answer phone. Furthermore, a note will be left on the door of the school's front door informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local social services department.

Under no circumstances will a child be taken to the home of a member of staff, or away from the school unless absolutely necessary, in the course of waiting for them to be collected.

Reviewed by: Rob Darling November 2021  
Next Review Date: November 2024  
Approved by Head of Education, Primary: 28 November 2021

Signed:

A handwritten signature in black ink that reads "R. Darling". The signature is written in a cursive style with a large, sweeping loop at the end of the word "Darling".

---

Rob Darling  
Head of Education, Primary