



**St. Nicholas Primary  
School**

**Policy for collecting  
children from school  
2024-2025**

**Purpose:**

To ensure the safeguarding of children, it is essential that the school has a procedure in place for the safe collection of all children at the end of the school day, and guidance for parents and carers in the event of them being late/unable to collect their children.

**Aims:**

- To keep children safe
- To ensure that all members of the school community are aware of the correct procedures for the end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details

**Policy:**

- The school expects children to be collected from school at the end of the school day, which is 3.15pm.
- The school gates are opened at 3.10pm. Parents and Carers are reminded to keep the area around the classroom doors clear to enable children to make a safe exit.
- Children in Year 5 and 6 may walk to and from school on their own if the class teacher knows, and the parent/carer has risk assessed and signed the permission slip (Appendix 1) and returned it to the class teacher. The decision to let a child walk to and from school alone is a parental one, however, if the school has concerns about this, we will discuss this with the parent or carer.
- A list of children who have permission to walk to and from school alone will be held centrally and we will use the Footsteps icon on Scholarpack to indicate that the child can walk to and from school unaccompanied.
- If the person expected to collect the child is not there, the child will stay with the class teacher and then will be taken into after school club and there will be a charge of £4.
- If we have concerns about the person who is collecting the child, we will contact another family member or emergency contact and record this is a potential safeguarding concern or in some instances seek advice from Hull's Early Help and Safeguarding Hub.
- If you wish for an older sibling (16 years or older) to collect your child please sign the permission slip (Appendix 2) and return to your child's class teacher.

## **Guidance for Parents and Carers in the event of a parent or carer not arriving to collect their child at the end of the school day:**

As a Parent/Carer, it is your responsibility to ensure that your child is collected at the end of the school day.

Please ensure that the school has an up to date telephone number to contact you in an emergency.

If you are unexpectedly delayed and are unable to collect or will be late collecting your children from school, please contact the school office immediately on 01482 444215.

If you arrange for another adult to collect your child, you must inform the school office and provide details of that person.

If you or an identified adult have not arrived by 4.30pm to collect your child, with no contact, the school will contact Hull's Early Help and Safeguarding Hub.

If a parent or carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:

- The teacher will take the child to the after school club and there will be a charge of £4.
- A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
- If no contact has been made by the parent/carer, the office staff will attempt to contact the parent/carer and the emergency contact by telephone.
- Where appropriate, a member of staff will sensitively ask the child who might be picking them up and whether they may know where they are.
- Where appropriate, a member of staff will ask the child if they have any additional contact information.
- School will continue to try and contact the parent/carer and the emergency contact/s.
- If contact cannot be made with the parent/carer or the emergency contact by 4.30pm, school will contact Hull's Early Help and Safeguarding Hub.
- In an emergency, school will contact the police.

We will not allow your child to be taken home by another adult unless this has been previously arranged by the parent/carer and he/she has given permission.

This policy will be reviewed annually.

## Appendix 1

Permission for pupils to walk to and from school unaccompanied

Person with parental responsibility to complete and return this slip to school:

Name of child: \_\_\_\_\_

Class: \_\_\_\_\_

I wish to inform you that my child will be walking to/from school unaccompanied on a regular basis.

I will notify you if this arrangement changes.

I have read and understood the guidelines, systems and reasonable precautions set out in the 'Policy on Safeguarding Pupils Walking to and from School Alone.'

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

## Appendix 2

Permission for pupils to be collected by an older sibling (16 years of age or over)

Person with parental responsibility to complete and return this slip to school:

Name of child: \_\_\_\_\_

Class: \_\_\_\_\_

Name of sibling: \_\_\_\_\_

I wish to inform you that my child will be collected from school by their older sibling. I can confirm that their older sibling is at least 16 years old and I as the Parent/ Carer accept full responsibility for their welfare walking home from school.

I will notify you if this arrangement changes.

I have read and understood the guidelines, systems and reasonable precautions set out in the 'Policy on Safeguarding Pupils Walking to and from School Alone.'

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_