



Hemingbrough CP School

Procedure for collecting children from school

Purpose

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

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.

Procedure

- The school expects children to be collected at the end of the school day, which is 3.15pm. This may be amended and communicated to parents in the event of pandemic.
- Parents are to wait on the KS2 playground. Pre-school children and school children are not to play on fixed play equipment or run around the hard / grassed areas. They are to remain with a suitable adult at all times for their own and others' safety. In the event of a pandemic, those collecting children should follow the information sent via e mail. This may include, for example, social distancing measures and changes to pick up and drop off areas.
- It is not permitted to ride bikes or scooters on the playground at the start or end of the day.
- Parents are reminded to keep doors / pathways clear to ensure safe entry/exit.
- Parents are reminded that smoking, including e cigarettes is not permitted on the school grounds.
- Dogs or other animals are not permitted on the school grounds (except assistance dogs) and should not be near the school gate. This includes young dogs that are carried.

- Children are let out of class at 3.15pm and handed over to their parent/carer. Parents/carers are expected to wait on the KS2 playground to collect their child.
- Children in KS2 classes may walk home on their own, but we require written permission for them to do so. Children who do not have permission are handed over to parents (as above). Children walking home alone are walked to the playground by a member of staff.
- Children who do not have permission to walk home alone will be handed over to a parent/carer
- Where the school feels a child is unsafe to walk home alone, we may insist a child is collected by a suitable adult.
- Any child not collected on time will be taken to the main office and should be collected from there.
- Please refer to Guidance for Parents within this policy for the procedure beyond this point.
- After School Clubs – all children should be collected from After School Clubs unless the member of staff running the club has been notified in writing that the child may walk home on their own due to exceptional circumstances. In the winter months, we ask all children to be collected by a suitable adult.

Date of Policy Adoption / Reviewed	Responsibility / Reviewed by	Revisions Made (Y/N)	Method of Communication	Date of Next Review
Feb 2013	FGB		Website	Feb 2014
Feb 2014	FGB		Website	Feb 2015
Feb 2015	FGB		Website	Feb 2016
Feb 2016	FGB		Website	Feb 2017
Feb 2017	FGB		Website	Feb 2018
Feb 2018	FGB		Website	Feb 2019
Feb 2019	FGB		Website	Feb 2020
Feb 2020	FGB		Website	Feb 2022
Feb 2022	FGB		Website	Feb 2023
Feb 2023	FGB	Y	Website	Feb 2024
Feb 2024	FGB	Y	Website	Feb 2025