



Benson Community School

There are no limits to what you can achieve



Collecting Children from School Policy

Introduction

As part of our safeguarding procedures a child can only go home with the usual person who collects the child and adults identified on admission forms. If someone different is collecting, the class teacher/office should be informed beforehand by the child's parent, preferably in writing. We will not send a child home with someone else even if they are known to the staff member/school unless this has been communicated to the class teacher first. The class teacher will be responsible for ensuring that they share this information if someone else will be sending the child home. When informing the class teacher, parents should indicate if this is an on-going arrangement or a one off situation. If the arrangement is likely to be frequent, the information will be added to SIMs so that all staff can be made aware of the arrangement.

If someone different is collecting a child, and the teacher does not already know this person, staff will ask for a password as a way of being able to identify them. This information is collected as part of the admissions process and/or as part of the yearly annual data update/collection process. If a parent contacts the school during the day to inform that someone else is picking up the child, the member of staff who takes the message is responsible for ensuring that a password is recorded on SIMs or requesting a password where one does not appear.

If a message is given to a member of the admin team during the school day, it may not be possible for the message to be given to the class teacher before it is time to go home. In these circumstances, class teachers will bring the child and the person collecting them to the school office (once all the other children have been dismissed) for clarification of this before sending the child home.

Children must be collected by someone parents deem suitable. Our advice is that younger children are taken home by sensible older children, preferably over 14. No child will be sent home with another person without the school receiving at least verbal permission from a person with parental responsibility and they will be asked to provide a password. In the event the parent/carer cannot be contacted the school will seek advice from Children's Social Care before making a final decision to send a child home.



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Collection from School during School Hours

Parents/carers should ensure that routine appointments, e.g. to see the dentist or doctor, are made during the school holidays or after school. If your child needs to attend appointments during the school day, evidence should be provided to the school office prior to the appointment day wherever possible so that this can be recorded. If class teachers are shown evidence of an appointment they will either make a note on SIMs or email the admin officer who will add the information on their behalf. When coming to collect your child to attend an appointment, parents/carers who have not provided evidence beforehand will be asked for evidence to validate the reason for the child to be collected from school during the day. Evidence could include a hospital letter, an appointment card or a text confirmation/reminder. If no evidence can be provided parents/carers may be asked to speak to a member of the Senior Leadership Team.

Walking To and From School Unaccompanied

There is a growing trend for the older children in the school to walk home unaccompanied at the end of the school day or at the end of an after school club. While we as a school promote independence in our children, we are always mindful that safety and security should come first, particularly as the evenings start to get darker. Only pupils in year 5 and 6 can go home on their own provided that both the school and family have no concerns about the child's ability to keep themselves safe and that the school receives permission in writing from the parent/carer. In exceptional circumstances please discuss arrangements for younger children with the school.

Letters are sent home at the start of each academic year for children in year 5 and year 6 so that parents can request the Headteachers agreement for this to occur. As part of our safeguarding procedures we have an up to date register of all children who have been given permission to walk home alone. This is kept up to date by the administration team who will ensure that teachers of children in years 5 and 6 have a secure class list with information about the arrangements for each child stored electronically on the school network. Each Assistant headteacher will ensure that any supply teachers are aware of children on this list. Parents should ensure that their child understands the Green Cross Code/Road Safety, is aware of stranger danger and clearly understands what action to take in case of an emergency. It is advised that children of primary age walking home alone go straight to an agreed residence and do not go home to an unsupervised dwelling.