

"Every child is a unique child of God."

WHINMOOR



ST. PAUL'S  
C of E Primary School

## Whinmoor St Paul's (VA) C of E Primary School

### Collecting Children from School Policy

#### *Every Child is a Unique Child of God*

At Whinmoor St Paul's Church of England Voluntary Aided Primary School we believe that every child is a unique child of God and lives in a world that God has made. We believe that all adults and children should be given opportunities to, 'Let their Light Shine.' We have a loving, caring community underpinned by our Christian ethos in which everyone, regardless of our differences, feels valued, nurtured, secure and happy.

Agreed Date: July 2024

Review Date: July 2027

Signed: Chair of Governors: Mrs R Davies

Date: July 2024

*Let Your Light Shine!*



### **Our Vision – Every Child is a unique child of God**

At Whinmoor St Paul's Church of England Voluntary Aided Primary School we believe that every child is a **unique child of God** and lives in a world that God has made. We believe that all adults and children should be given opportunities to, '**Let their Light Shine.**' We have a loving, caring community underpinned by our Christian ethos in which everyone, regardless of our differences, feels valued, nurtured, secure and happy.

Our vision is underpinned by **Matthew 5:14-16**

**You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead, they put it on its stand, and it gives light to everyone in the house. In the same way, let your Light Shine before others, that they may see your good deeds and glorify your father in heaven.**

Our values enabled our vision to be lived out in school and permeate every area of school life.

### **Christian Ethos:**

Everything we do is underpinned at all times by the Christian ethos of valuing the individual and, in this way, we seek to fulfil the spiritual, mental and physical capabilities of every child—the future adult members of our society.



### **Introduction**

It is essential that the school ensures all children from Nursery to Year 4 leave school at the end of the day with a safe adult. Children in Years 5 & 6 may walk home unaccompanied once parents/carers have completed and returned a parental consent form. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school. Sometimes there will be 'one-off' arrangements. For this reason, we have set out clear procedures which all staff and parents/carers must adhere to.

A safe adult is someone who has been authorised in accordance with this policy to collect the child from school.

Under no circumstances should a member of staff allow a child to leave school with someone if they are showing signs of distress or anxiety.

Under no circumstance should a member of staff take a child home themselves.

### **Other Adults (non-parents/carers)**

- Parents/carers must give verbal permission to the class teacher/office for all adults who are not the parents or carers of the child to collect



them from school. This permission must be given with a full physical description of the person (if not already known to the school) and ideally this person will be introduced to the class teacher in advance of the first collection.

- If any member of staff is unsure of the adult's identity they may ask to see identification.
- If, after checking identification, there is any uncertainty about the person(s) the member of staff should take the child to the school office and contact the parents by telephone to seek further guidance/advice, and inform a member of the Senior Leadership Team.
- If the parents/carers are not contactable then the member of staff should refer to the procedures for children uncollected from school.



### **Adults with court orders or restrictions in place regarding a child**

- In some cases there will be adults for whom specific restrictions are in place regarding contact with one of our children.
- It is the parent/carer's responsibility to communicate this to the class teacher and to provide a full description, and ideally a recent photograph, so that staff can recognise this person if not known already.
- The class teacher must share this information with anyone responsible for dismissing the children at the end of the school day and with the Senior Leadership Team.
- Of paramount importance is the child's emotional welfare. As much as is practicable arrangements must be 'normalised' and any communication about the matter should be carefully controlled.
- The child will be discretely given a place in the 'lining up order' towards the back of the line. If the member of staff dismissing the children spots the adult with restrictions in place, they will notify another member of staff to take the child back to the classroom, without them having seen or made any contact with the person involved.
- The adult at the school door should then wait at the door to monitor the movements of this person, and seek the support of another staff member. If approached, staff will explain that as there is a restriction in place they cannot allow the child to leave in this instance.
- The adult with the child in their classroom should immediately call the school office and ask they make contact with the authorised parent/carer to inform them of the situation and to ask them to come to school as soon as possible. They should then seek the support of an additional adult in the classroom.

### **Child Uncollected From School**

In the event that a child is not collected by an authorised adult at the end of a day, and it has not been possible to contact their parents or carers. The following procedures will be put in place:

#### **Policy**

Whinmoor St Paul's Primary School follows the Leeds City Council Safeguarding Children Board child protection procedures which allow staff to make alternative arrangements for the child's care. If there are no immediate child protection issues, staff will:



- establish the child's understanding of the whereabouts of the parent or responsible person and of the arrangements made;
- if the parent/carer can be located, reunite parent and child and ensure adequate arrangements are in place in future;
- if the parent/carer or responsible person seems likely to return shortly, wait with the child.

If the parent/carer or responsible adult has not arrived within 20 minutes, the school will contact the child's emergency contact person and arrange for the child to go to them. If this is not possible, Leeds City Council Social Care will be contacted by 4.15pm. (0113 2409536)

### **Children who walk home**

Children in Year 5 and Year 6 have the option to walk home. School need written permission from the parent/carer for this to happen and it needs to be agreed with the class teacher. Each class teacher should have a list of children who are allowed to walk home in their classroom and in the office.

### **Procedures**

1. If a child has not been collected, the school will make every possible attempt to contact the parents, carers or another family member. The child may be able to indicate if there is something out of the ordinary. On some occasions another parent may offer to take a child home with them. At Whinmoor St Paul's we never release a child into the care of another adult who is not a family member or the child's emergency contact person without the consent of the parent or carer, and members of staff will not take children home with them.
2. If no contact has been made and no one has arrived to collect the child, then the duty social worker at the relevant Leeds City Council Social Care office should be contacted at 4.15pm (0113 2409536)
3. It may be necessary for the child to be taken from the school to a Leeds City Council Social Care office. If a child is to be taken then a staff member will take them by taxi.
4. If a child has not been collected they must never be sent to after school provision. It is the responsibility of the school to try to contact the parent or pass the matter on Leeds City Council Social Care.
5. Once the child is in the care of Leeds City Council Social Care, they will take the responsibility for tracing the parents or carers. The duty social worker will make arrangements for the child to be looked after until the parents or carers can be traced.

### **Children Collected Late from School on a Regular Basis**

Where children are collected late from school on a regular basis, the school may make a referral to the Education Welfare Service and the matter will be followed up.



We have a clear duty under the Equality Act 2010 to ensure that our teaching is accessible to all pupils. Inclusive PSHE will foster good relations between pupils, tackle all types of prejudice, promote understanding and respect, enabling us to meet the requirements, and live the intended spirit, of the Equality Act 2010'