

St Anne's Preparatory School



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Child Collection Policy

Reviewed February 2022

ST. ANNE'S PREPARATORY SCHOOL
Child Collection Policy – February 2022
This policy also applies to EYFS

Your child's wellbeing is of paramount importance to the staff of the school, therefore, procedures for collecting children are as follows to ensure your child's safety.

No children will be released from our care if staff are not informed of the person collecting the child.

Admission information

When your child starts at the school, you will be asked to fill in some information about your child. We will ask for details about the person/people who will be collecting your child. Please ensure that all childminder contact details are also included. This information can then be used to identify the designated person(s).

Password

Before starting school you will be asked to complete a password proforma for your child. It is important that this proforma is given to the school and that only the people you wish to collect your child know the password.

School finishes from 3.20 p.m. for Pre-Prep and at 3.40 p.m. for Prep. If any parent is aware that they will be slightly late for collection they should phone the school number 01245 353488, notify the staff of estimated time of arrival and explain the reason for delay. The child will be signed into After School Care until the parent's arrival. The contact number directly to the ASC phone is 07495 716838.

If you wish another person to collect your child – usual practice should be that this person is well known to the staff and child, and will be a person who is already named on your contact details. If this is not the case, parents MUST provide school with contact details for that person. Parents should notify staff of their intentions when dropping off children in the morning. If you make the decision during the school day, please phone the school with the name, description of the person, contact details and ensure they have the correct password for your child. The staff will only allow children to go with an adult who can give the password and meets the description. (The School has the right to retain the child in their care if in any doubt or lack of notification from parents, regarding change of pick up plans). It is imperative to notify the school of any revised contact numbers of carers should they change throughout the school year.

Parents and guardians should remain on the premises until they have collected all children in their care.

School Collection Procedure

The staff will accompany the child for 10 minutes – just in case of an unexpected delay due to traffic etc.

If the child is not collected after 10 minutes the child will then be signed into After School Care automatically.

Child not collected from After School Sporting Activities

The staff will look after the child for 10 minutes – just in case of an unexpected delay due to traffic etc.

If the child is already at school the above school collection procedures will be followed.

If the child is at a venue other than school, the staff will phone the parent and advise them that the child will be returned to school and the above School Collection procedure will be followed.

Child not collected from After School Care

If a child is not collected from After School Care (at 6pm) the parent will be contacted, repeatedly, for up to 1 hour. This will incur an additional charge of £5 per 15 minutes overdue. After 1 hour the member of staff on duty will contact Chelmsford Local Authorities Safe Guarding Officer (01245 435167) for advice. This will probably lead on to staff contacting the police (01245 491491) and Social Care who would be able to advise further.

Through all of this time the child will be reassured, encouraged to play/read/draw and will be given food and drinks as appropriate to the time of day.

Suitable person / Identification of Individuals

If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and the wellbeing of the child may be compromised, the staff must contact a member of the Safeguarding Team. The member of the Safeguarding Team will assess the situation and if they feel that the parent/carer appears unable to take responsibility for the child they will take appropriate action. This could include contacting another member of the family to collect the child. If another family member is not available then Children's Social Care or the Police will need to be contacted.

It is important that the pupil info data base is up to date and enough emergency contacts listed, to ensure that we can always contact someone and send the child to an environment where they will be well looked after in an emergency.