

Collection Procedures



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- Funzone collection
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- Missing child Procedures

End of day collection

KS2

- It is the responsibility of the parent to agree with their child/ren arrangements for getting home.
- KS2 pupils are released from the class room by the class teacher.
- Class teachers are present at all the exits in case of problems
- Pupils who are expecting to be collected but cannot find their responsible adult are to approach a member of staff or the office for help. The office can either contact the responsible adult directly or direct the child to the late collection station, based in year 2.

Foundation and KS1

- Pupils should be collected from the classroom by the parent or a previously agreed responsible adult.
- It is best practice for class teachers to request from parents the details and a photo of up to 3 potential responsible adults who will be collecting the child
- It is the responsibility of the parent to ring and inform the office if there is to be a change in collection arrangements
- It is the responsibility of the class teacher to ensure that a child has gone home with a known adult. If someone arrives to collect a child that the teacher has not met before they must inform a member of SLT before letting that child leave.
- A child under the age of 16 is not permitted to collect a child unless there has been an agreement made with SLT.

During the day collection

- The parent/ responsible adult must report to the office to collect a child. We do not accept meeting points, or the word of the child that they are meeting a parent at a prearranged point.

- The admin staff should record the child's name, date, time and reason for leaving.
- The admin staff ring the class to inform them of the collection. In KS2 the child can walk to the office independently but in KS1 they must be accompanied by an adult.
- It is the responsibility of the admin staff to ensure that the child is going home with a known adult. If they are not sure they should inform SLT.
- The office must escort the child to the adult and ensure they can identify the adult collecting them.

After school club collections

- KS2 parents indicate on the acceptance form whether the child can walk home or if they will be collected. This information is passed on to the member of staff responsible for the club. The club lead is then responsible for ensuring that those children are collected by a responsible adult. In the event of a parent not collecting the child, the child is taken to the office and the admin staff will contact the parent.
- In the event of a child not arriving at the club, the club lead must take steps to investigate the absence. If no adult can confirm a reason for non-attendance the office should be informed and they will contact the parent.

Funzone collection

Fun Zone Staff Responsibility:

- The named "early arrival" staff will be the two staff members who will call the register each afternoon at the start of Fun Zone.
- As children arrive, they will be asked to sit quietly in their Key Stage group.
- The named staff will call the register for their Key Stage, placing a tick against the names of the pupils present.
- These two staff members will then swap registers and call the register again, this time for the other Key Stage.
- Missing pupils are identified through the lack of a tick but to make this clearer, the box will then be high-lighted.
- The named staff will count up the number of missing pupils (those highlighted) and, once agreed, both named staff will initial each register
- If a named staff member is absent, another Fun Zone staff may step in to carry out the registration duties.
- Two additional staff members (one for each Key Stage) will then take the registers and act as "runners", attempting to locate the missing children: contacting the class staff to query their whereabouts.
- If pupils are not found, the "runner" will then take the register for their Key Stage straight to the Main Office, where a member of the Office team will immediately attempt to contact parents.
- Reasons for a child's absence at Fun Zone should be noted on the register.

Class and Club Staff Responsibility:

- All pupils must be reminded of clubs they are attending.

- All pupils attending Fun Zone must be escorted to the canteen by a member of staff
- Information regarding any children who are absent that day must be given to Fun Zone staff by a class staff member and NEVER by another pupil.
- All class staff also have a duty to inform Fun Zone staff if a pupil will be going home at 3:10pm on a particular day, rather than attending Fun Zone. This is also the case for Club staff – with a child going straight home after the club finishes at 4:15pm.

Collection procedures for LAC pupils

- When a child is placed in Foster care the foster carer must make herself known to the office.
- The admin staff should request to see their Local Authority badge and make a copy of it to attach to the child's SIMS profile. The admin staff should take the Foster Carer's details and update the system.
- The Foster carer should be introduced to the inclusion team, a team leader and the class teacher.

Collection procedures for vulnerable pupils including those at risk of going missing

- Vulnerable pupils are usually identified by a teacher, parent, social worker or police officer disclosing a concern to a member of staff. Once the concern is identified and the level of vulnerability is assessed by a member of the inclusion team/ SLT a plan should be agreed with the parent or social worker and logged on an alert form.
- An example plan maybe that the child is walked out to the agreed collecting adult, or they may be walked to the late collection station to be collected but the agreed adult.
- Another example plan may be that the child has an agreed drop off and pick up time that might be different to the normal drop off and collection time.

Pupils at risk of going missing

- Pupils who are at risk of going missing are usually identified by the school's alert form system or have gone missing.
- A plan should be agreed with the class teacher, parent and team leader and shared with SLT and the inclusion team.

Missing child Procedures

- Once a child has been confirmed as missing (preliminary checks have been conducted) SLT and middle leaders should be informed. The parent should be contacted to ensure that they have not been collected. The police should be called (101).
- A coordinated search should be agreed by SLT. Staff should have mobile phones with them.
- A key person should remain at school to talk to the police
- It is helpful to have a current photo available for the police to use.