



# End of Day Procedures Policy

July 2021

## Aims and Objectives

At Callands Community Primary School, governors and staff share the Government's objective under the Every Child Matters agenda, to help our children **STAY SAFE**.

Whilst we aim to provide a safe environment for all children to learn in school and you as parents and carers aim to achieve this in the home, at Callands we are constantly striving to ensure the children **STAY SAFE** between these two establishments.

## Procedures

1. When children begin at Callands, their parents/carers complete an application form and a Registration Form which requires specific information. This includes the following information:

- ✓ Home address and telephone number
- ✓ Places of work, address and telephone numbers (if applicable)
- ✓ Mobile telephone numbers
- ✓ Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child/children from school (2<sup>nd</sup> and 3<sup>rd</sup> contact on the Pupil Data Form)
- ✓ Information about any person who does not have specific legal access to the child

At the beginning of each academic year, a copy of this information which school holds is sent home to be updated and confirmed as correct and then sent back into school to be processed onto the school system. **If parents do not return these annually we will default to the last form held.**

2. At the beginning of the academic year, parents/carers will also complete and sign a form which states whether or not their child/children will be collected from school on a daily basis or has been given permission by the parent/carer to walk home alone or with an elder sibling. **If parents do not return these annually we will default to the last form held.**

Whilst as a school we feel it is important for an adult to collect primary age children and would prefer this arrangement to be in place for all children in school, we recognise that it is the decision of the parent/carer.

However, without a signed form stating that permission has been given for a sibling to accompany a younger child/children, or for the child/children to walk home alone, the child/children will not be released from school until contact has been made with somebody on the authorised contact list held in school.

The aforementioned form will also request that the parents nominate a password for their child/children.

3. On occasions when parents or the persons normally authorised to collect the child/children are not at home or in their usual place of work, we would ask that current contact details are given to school in writing.

4. Staff must be informed in writing, if someone other than the parent is collecting their child/children. These are placed in the 'Collections Folder' held in each classroom.

5. If, in an emergency, someone else will be collecting their child/children, the parents must inform school as soon as possible. They will be required to describe the person to the staff and ensure they bring along some form of identification and know the password for the child/children.

6. If a child is not collected at the end of the day and should be, we would follow the following procedures:

- The 'Collection Folder' is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child/children and whose information is on the system are contacted (2<sup>nd</sup> or 3<sup>rd</sup> contact on the Pupil Data Form).
- All reasonable attempts are made to contact the parents/carers, for example a neighbour is contacted or two members of staff visit the children's home.
- The child stays at school with at least two members of staff until the child is safely collected.
- If by 5.15pm no one has collected the child, we would refer to MASH for advice
- A full written report of the incident is recorded.

### **Review of Policy**

It will be reviewed in July 2024