



PUPIL COLLECTION POLICY

Date: February-19

Review Date: February-20

As part of our high regard for the safety of the girls in our care we have a pupil collection policy.

The following procedures are to be used in circumstances where:

- Girls are collected
- Girls are collected late
- Girls are not collected
- It is not safe for girls to go home unaccompanied
- There are concerns about supervision before and after school (childcare by a sibling/pupil walking to or from school alone)
- There are concerns about a parent/carer's ability to offer safe care, because they are under the influence of alcohol/drugs or there are concerns about their mental health state.

Policy

Parents must inform the school, in writing, the names of any adults that may collect their daughter from School.

If there is a change to the normal collection, parents must inform the school in writing, for example, by email or letter. If an older sibling or other person is asked to collect a pupil, they must be 16 years or over.

Staff are on duty to monitor pupils leaving the premises.

If a parent is more than 15 minutes late, they will be called unless they have already informed the school of a delay. If they are unavailable, then the next of kin will be called.

Leaving Times and Sisters' Room

Girls who are not staying on for after school clubs should leave promptly as follows:

Nursery	2.50pm; apart from Fridays when the girls go home at 12.00pm.
Reception	3.00pm
Year 1	3.10pm
Year 2 & 3	3.20pm
Years 4 to 6	3.30pm

Younger sisters may wait in the Sisters' Room until their older sibling's finishing time. The older girl should collect her sister from the Sisters' Room and take her to the front door where they are dismissed by a member of staff. The Sisters' Room is for younger sisters and girls in after school clubs only. Other girls who are late should wait on the sofa for collection. The staff member should inform the office that a girl is waiting for collection.

Pupil Collection Policy

This policy applies to EYFS



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If no contact is made a senior leader should be informed of the child's continuing presence.

The school office will continue to attempt to contact a responsible adult.

In the event that a girl is not collected by an authorised adult and no contact has been established with the parents/carers after one hour of the usual collection time, the school will follow child protection procedures, i.e. Police will be informed and a safeguarding referral to Children's Services will be made. The Designated Safeguarding Lead or Deputy will keep detailed, timed records of the action taken and calls made and under no circumstances should staff take the pupil home with them.

Linked guidance, policies and procedures:

[Keeping Children Safe in Education \(KCSIE\) statutory guidance](#)

[Working together to safeguard children.pdf](#)

<http://www.nspcc.org.uk/help-and-advice>

Relevant school policies:

Keeping Children Safe in Education, Child protection Policy and Code of Conduct.

Health & Safety