

**POLICY FOR THE COLLECTION OF CHILDREN
AT THE END OF THE SCHOOL DAY**

This policy is drawn up to ensure the safe departure of pupils from school at the end of the day. The policy places a number of responsibilities on staff and parents to secure the safety of all pupils leaving the school.

STAFF RESPONSIBILITY

- To ensure all children are collected by an adult known to the child or the school.
- To ensure that all reasonable practicable steps are taken to supervise all children until they are collected.
- To ensure continued supervision of pupils who are collected late by their parent for whatever reason, for a reasonable length of time after which action will be taken under the Child Protection Act.
- A record of any 'other responsible person' than the one normally collecting the child is to be kept in each classroom. Parents are asked to inform the school of these arrangements before the end of the school day.

PARENTS' RESPONSIBILITY

- To ensure they arrive at school on time to collect their children.
- To ensure they let the school know if their child is to be collected by another adult or if they are going to be late.
- To ensure they clear the school site as soon as their child is in their care.
- To ensure that if they are collecting a child from the Nursery and have another child in the Infants or Juniors then the child knows to wait for their arrival.
- To instil the rules of the collection procedure to their child and relate the importance of following the rules.

This Policy will be reviewed annually.