



ST EDWARD'S CE ACADEMY CHEDDLETON [SEAC]

Policy for the Safe Collection of Children

Our first priority is the safety and well being of the children in our care. This policy outlines the procedure for the safe collection of the children attending SEAC.

Day to Day Collection of Children

The person or persons who usually collect the child named on the registration form

It is important that staff are able to meet the person[s] usually collecting the child prior to the child starting school.

On the registration form there is additional space for other persons named by the Parents/Carers to have permission to collect the child.

When a child arrives at school it would be beneficial for staff to be informed of who will be collecting them at the end of the day.

We require written consent, in advance, should anyone other than persons named on the registration form as authorised be collecting your child from school.

Procedure for Uncollected Children

Parents / Carers **MUST** advise SEAC if they are unable to collect pupils at the appropriate time.

If a message hasn't been received by the end of the school day, then;

- The Class teacher will endeavour to contact a nominated person in the order listed on the Data Collection Sheet
- If staff are unable to speak to a nominated person then all details will be passed onto the Education Welfare Office at their next visit and monitored thereafter
- If all attempts at contact with the child's carers are unsuccessful by 5.00pm then the First Response Child Protection Team will have to be contacted [First Response 0800 1313 126]

Parents / Carers must be mindful that after school clubs and staff meetings commence at 3.30pm and staff are not, therefore, available to 'mind' any child[ren] who have not been collected.

At no point must the child, or children, leave the building before contact has been established with the Parents, Carers or Social Worker and a satisfactory conclusion reached.

Procedure for Collection of Children by Persons Other than the Main Carer

Occasionally a Parent or Carer may find that they are unable to collect their child at short notice and may need to appoint someone unknown to staff to do this for them.

To ensure the child's safety at all times

The Parent or Main Carer must provide written consent in advance whenever possible.

Only in exceptional circumstances will telephone consent be sanctioned in which case the parent must telephone and speak to the office, who will liaise with the appropriate class teacher.

If staff members do not recognise a parent's voice when the telephone call is received they will ask for proof of identification.

We will ask for the name of the person to collect the child, their relationship towards the child [e.g. friend, relative] and a physical description.

If staff are in any way unsure about the identify of the person collecting the child, or they are concerned about the safety of the child, they will remain in the care of the school and the person with parental responsibility will be contacted.