



Langton Primary School

Policy for Collecting Children from School

**Adopted by: Full Governing Body
Feb 2017**

Review date: Feb 2020

NB: This is a North Yorkshire Policy

Guidance for parents/carers in the event of a parent/carer not arriving to collect their child at the end of the school day

As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day.

Please ensure that the school has up-to-date telephone numbers to contact you in an emergency.

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately 01653 658236.
- If you arrange for another adult to collect your child, you must let the school know the details of that person.
- If you are unable to arrange for another adult to collect your child then the school will look after your child under supervision in the school entrance.
- If you or an identified adult have not arrived by 3:45pm or 30 minutes after an extracurricular activity to collect your child, the school will contact the Customer Service Centre (Children's Social Care).

If a parent/carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:

1. The teacher will bring the child/children inside and ensure they are supervised.
2. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
3. If no contact has been made by the parent/carer, the school will attempt to contact the parent/carer and the emergency contact by telephone.
4. Where appropriate, a member of staff will sensitively ask the child whether there is a reason that could account for their parent/carer being late.
5. Where appropriate, a member of staff will ask the child if they have any additional contact information.
6. School will continue to try and contact the parent/carer and the emergency contact/s.
7. If contact cannot be made with the parent/carer or the emergency contact/s by 3:45 p.m. or 30 minutes after an extracurricular activity ending, school will contact the Customer Service Centre (Children's Social Care).

8. In an emergency, school will contact the police.

We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carer and s/he has given permission.

This policy will be kept in the policy file.

Parents will be informed of the policy on school website and new starters pack.

This policy will be reviewed every three years by the Governing Body.

Signed: Mr S Simpson Chair of Governors

Signed: Mrs R Ray Head teacher