



Madresfield C.E. Primary School

Collecting Children From School Policy

Policy Approval: May 2025
Date of last review: May 2025
Date of next review: Spring Term 2027
Policy Owner: Head of School

Our Vision

Ignite Illuminate Inspire

At Madresfield we are a caring inclusive school, where everyone is welcome as Jesus welcomed all. We work closely with all stakeholders to support our children in achieving their God given potential. Inspired by **Psalm 119:105 "God's word is a lamp to guide our feet and a light for our path"**.

As a school we aim to:

Ignite: to cultivate a love for learning and awe and respect for God's world.

Illuminate: to trust in God to guide us and develop our wisdom and compassion as we journey through school.

Inspire: to help our children to shine as we celebrate their successes and help them to develop into beacons of hope for others within our school and wider communities.

In order for children to achieve their potential we have in place and follow the following school rules:

Be kind- being kind to others.

Be ready- being ready to learn.

Be respectful- being respectful to all.

Be safe- being safe around school.

Equality and Diversity Statement

At Madresfield CE Primary School we promote equality of opportunity. We promote positive attitudes and encourage active participation of all stakeholders regardless of race, gender, disability, age, religion, belief and sexuality.

In so doing we strive to eliminate any unlawful discrimination or harassment of any group and where any such harassment is found appropriate action will be taken immediately.

This policy has been reviewed; to the best of our knowledge we do not feel it impacts negatively on any specific group or individual within our school community.

Introduction

As part of our safeguarding procedures a child can only be picked up from school by a known contact as confirmed by a parent/carer with parental responsibility. The list of contacts who are authorised to collect is recorded on Arbor and can be updated at any time.

If someone different is collecting a child, the class teacher or school office should be informed beforehand by the child's parent, preferably in writing. We will not allow someone else to collect a child, even if they are known to the staff member/school, unless this has been communicated to the class teacher first. The class teacher will be responsible for ensuring that they share this information if someone else is managing the end of day pick up activities or if the child is attending an after school club.

When informing the class teacher, parents should indicate if this is an on-going arrangement or a one-off situation. If the arrangement is likely to be frequent, the contact details will be added to Arbor so that all staff can be made aware.

If someone different is collecting a child, and the teacher does not already know this person, staff will ask for a *password as a way of being able to identify them. This information will be requested by the teacher/school office when a parent/carer confirms an unknown adult will be collecting their child and will also be collected as part of the admissions process.* If a parent contacts the school during the day to inform that someone else is picking up the child, the member of staff who takes the message is responsible for ensuring that a password is recorded on Arbor or requesting a password where one does not appear.

If a message is given to the school office during the school day, it may not be possible for the message to be given to the class teacher before it is time to go home. In these circumstances, class teachers will bring the child and the person collecting them to the school office (once all the other children have been dismissed) for clarification of this before sending the child home.

Children must be collected by someone over the age of 14 years. If staff are unsure of a young person's age, they will ask for proof before sending the child home.

No child will be sent home with another person without the school receiving at least verbal permission from a person with parental responsibility. In the event the parent/carer cannot be contacted the school will seek advice from Children's Social Care before making a final decision to send a child home.

Collection from School during School Hours

Parents/carers should ensure that routine appointments, e.g. to see the dentist or doctor, are made during the school holidays or after school hours. If your child needs to attend appointments during the school day, evidence of the appointment/s should be provided to the school office or class teacher prior to the appointment day wherever possible so that this can be recorded. If class teachers are shown evidence of an appointment, they will either record the planned absence on Arbor or email the office administrator who will add the information on their behalf. When coming to collect your child to attend an appointment, parents/carers who have not provided evidence beforehand will be asked for evidence to validate the reason for the child to be collected from school during the day. Evidence could include a hospital letter, an appointment card or a text confirmation/reminder.

Walking To and From School Unaccompanied

Only pupils in year 5 and 6 can use the Walking Path as an Independent Walker provided that both the school and family have no concerns about the child's ability to keep themselves safe and that the school receives

permission in writing from the parent/carer. Letters are sent home at the start of the summer term to allow pupils to walk independently (Appendix A)

As part of our safeguarding procedures we have an up-to-date register of all children who have been given permission to walk home alone. This is kept up to date by the office administrator who will ensure that teachers of children in years 5 and 6 have a class list with information about the arrangements for each child.

Parents should ensure that their child understands the Green Cross Code/Road Safety, is aware of stranger danger and clearly understands what action to take in case of an emergency.

Appendix A

Park and Walk and Independent walkers: 'The Rules'

Disclaimer

All families who wish to use the walking path must sign the disclaimer below.

Park and walk

If you intend to park at the Madresfield Club and walk your child to school, you must display a permit. The permits are only to be used at the beginning and end of the school day (not evenings, weekends or holiday times).

Independent Walkers (Key Stage 2)

- All children who travel independently to and from school require a permission slip available from the office. Only children with a signed permission slip will be able to leave the school unaccompanied.
- Independent walkers should not arrive on the school grounds prior to 8.35 a.m. when the walking path gate will be opened a member of staff on duty.
- At the end of the day, parents must ensure that they arrive promptly to collect independent walkers from the Madresfield club car park.
- Parents should meet their child/ren at the gate at the end of the path. Children must stay behind the gate whilst awaiting collection by their parents.
- The path will not be available for after school clubs.
- To ensure their safety, children are NOT allowed to cross the car park, the road or wait on the village green by the pond.

MADRESFIELD WALKING PATH DISCLAIMER

(For all families who wish to use the walking path)

Name of family:

I/we accept that we are using Madresfield C.E. Primary School walking path at our own risk.

Signed: Parent/carer): _____

Name (Block Capitals): _____ Date: _____

INDEPENDENT WALKERS PERMISSION SLIP

(For all children in KS2 who wish to be registered as an independent walker)

Name of child: _____ Yr: _____

- I agree to my child walking independently in the morning and/or afternoon.
- I understand that my child should not arrive on the school grounds prior to 8.35 a.m. when the walking path gate will be opened by a member of staff on duty.
- I understand that I am responsible for their safety, behaviour and wellbeing once they leave the Club (mornings) or the school ground (afternoons).
- I have read and understood the 'Rules' (above and available on the website).

Signed: Parent/carer): _____