



WARMLEY PARK SCHOOL

Children who are not collected by Parents/Carers at the end of the Day

The safety and wellbeing of pupils is our priority at all times.

Whilst we recognise that many pupils will go home on school transport, there are some pupils who are collected by a parent or carer on a regular or infrequent basis. This policy refers to this situation, where the parent has informed school that they will be collecting their child. There are dedicated parking spaces in the car park for parents and carers to help them to collect their child safely.

If anyone other than a recognised parent or carer is collecting a child, the school should be informed via the home school diary or a phone call in advance. Adults collecting a child and who are not recognised by staff will be asked for a password that is unique to the child. Where there are concerns about the identity of an adult collecting a child this will be checked. It is not intended to cause offence but is to safeguard children.

If a parent/carer is going to be late collecting their child (after 3:30pm) they should call as soon as possible and let staff know.

If no contact or phone call has been received by 3:30pm then:

- 1 A member of the class team will ring the parents/carers.
- 2 If there is a reply and the parent/carer is on their way, two members of staff will wait with the child in the classroom until the parent/carer arrives. Drinks and snacks will be provided as required.
- 3 If there is no reply, a person permitted to collect the child will be contacted (emergency contact) and the child's parents will be informed at the earliest opportunity.
- 4 If none of the above is possible the Duty Team (or Emergency Team – out of hours) will be contacted if a Parent/Carer cannot be reached after one hour of the due collection time.

Thank you for your co-operation.

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