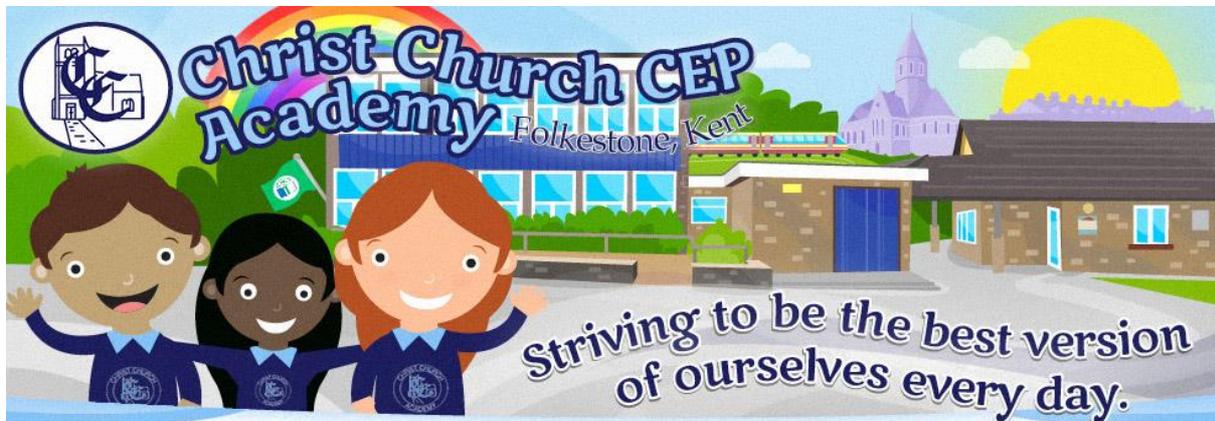


Christ Church CEP Academy

Home Time Collection Policy



Striving to be the best version of ourselves every day.

Inspired by God's love, we humbly strive to be the best version of ourselves every day, in every way.

We cherish the dignity of each precious person: thankfulness, friendship, forgiveness and hope are at the heart of our inclusive community.

March 2021

Aim:

The aim of this policy is to outline the school's procedure and policy for collection from school. Christ Church CEP Academy is committed to the safeguarding of all children and therefore this policy has been created in line with our safeguarding policy.

Context:

Christ Church CEP Academy is located in an urban area and is within walking distance to most family homes.

A member of staff (usually a member of the Leadership Team) will stand on the school gates to receive children in the morning (from 8:30am to 8:50am) and again from 2:50pm until 3:15pm at the end of the school day. Class teachers, or the person teaching a class that particular afternoon, in line with the school's safeguarding procedures, are required to dismiss the children from class and then ensure a parent/carer or nominated adult is there to collect the children. Christ Church can only authorise children to leave with parents/carers who are named contacts – if a parent wishes to change the arrangement, they must notify the school. If a parent/carer wishes to change the emergency contacts, they must notify the School Office in writing. The school reserves the right to retain any child on school site if they do not believe appropriate arrangements have been put in place.

If a child has not been collected, then they will be kept on the playground until 3:20pm. If a parent/carer has still not arrived, the child will be placed into Kids' Club (the school's wraparound care) where they will be supervised until a parent/carer collects. The parent/carer will therefore be charged for the Kids' Club service in line with Kids' Club fees (this can be found in the Kids' Club booklet). Payments must be made via cheque or cash. While the child is in Kids' Club, the school will call parents/ carers in order to establish communication letting them know their child has not been collected and is safe at school. The school will keep the child until a parent/carer or nominated adult can collect them.

Walking to and from school:

While we recognise that the majority of our pupils live within walking distance, some parents may allow their children to walk home without adult supervision. There is no set law in regard to this but Christ Church recommends children no younger than Year 5 may be allowed to walk home alone. If a parent gives permission for their child to walk home alone, they must notify the school and also complete the appropriate form to indicate this. All children who walk home alone are expected to walk home in line the school's behavioural policy and to remember they are representing the school at all times. If a child is misbehaving when walking home, we will contact the parent/carer to notify them.

Private Vehicles:

Some parents may choose to drive to school to drop their child off or collect them. Parking is very limited by the school and it is therefore imperative parents park in good time so they can walk to the entrance. Parents who choose to park along the main road do so at their own risk. The school accepts no responsibility for damage to vehicles. It is the responsibility of the driver to ensure they are following laws and guidance in regard to driving a vehicle.

Drop-off and Collection by other adults:

We recognise that many parents conduct private arrangements for dropping off and collecting children e.g. car shares. Parents/carers may collect other parents/carers' children on the provision that an arrangement has been made and that this is clear to the school. This should be communicated via the Class Dojo to the class teacher or via the office who can

communicate this with appropriate staff. As part of our safeguarding procedures, we cannot allow a child to go home with another adult without the parent's permission (whether this is written or oral).

Taxis:

The school recognises taxis may be used as a means of transporting children to and from school. Christ Church CEP Academy is committed to the safeguarding of all children and therefore a clear procedure must be followed if private taxis are used.

Should a parent need to use a private taxi service, they should communicate this in advance notice (usually the day before) so the school is aware. The parent/carer must ensure they are clear which taxi firm is being used, what time collection will be and provide a 'safe word'. A member of staff should then contact the Taxi Service to confirm arrangement collections prior to collection.

When a child is collected at the end of the day, the taxi driver must park in the school car park (in line with safeguarding procedures) and provide the 'safe word'. If the safe word is correct then the child will be escorted by a member of staff to the taxi and if it isn't then the child will remain at school and contact will be made with their parent/carer.

In line with the school's safeguarding procedures, the safe word should be changed regularly and this is the responsibility of the parent to do so and notify the school in good time i.e. the morning of the school day. The school may recommend the safe word is changed.

Persistent Lateness:

As a school, we recognise there may be times when a parent/carer may be late in collecting their children from school or after a school club. It's the responsibility of a parent/carer to get their child to school on time and collect their child on time. Our safeguarding procedures play an important role in ensuring children are on time when brought to school and collected. If a parent/carer is late for collection, their child will be placed in Kids' Club and the parent will be charged the appropriate Kids' Club fee. If a parent/carer is persistently late in collecting their child from school or bringing them to school (e.g. at least once a week), then an appointment will be arranged between parent/carer and the Headteacher. The school is committed to supporting parents and finding a solution and develop the school-parent relationship.

However, if a parent/carer continues to be persistently late in bringing their child to school or collecting them, then the school may be forced to make a referral to external agencies e.g. Early Help or Social Services.