

# Tempo Primary School



## Collection Policy

June 2021

**Date ratified by Board of Governors:**

**Signed:** \_\_\_\_\_

Chair Board of Governors

**Signed:** \_\_\_\_\_

Principal

Your child's well-being is of great importance to the staff at this school, therefore procedures for collecting children are followed to ensure your child's safety. No children will be released from our care if staff are not informed of the person collecting the child.

### **Admission information**

When your child starts at the school, you will be asked to fill in some information about your child. We will ask for details about the person/people who will be collecting your child. This information can then be used to identify the designated person(s).

### **Suitable person / Identification of Individuals**

- It is the policy of the school that no person under the age of 16 years can collect a child from the school during the day.
- If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and wellbeing of the child may be compromised, the staff must contact a member of the Senior Management Team.
- The member of the Senior Management Team will assess the situation and if they feel that the parent/carer appears unable to take responsibility for the child they will take appropriate action. This could include contacting another member of the family to collect the child.

### **Relationship breakdown of parents / guardians**

The school has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down.

The school must be provided with a copy of any court order which prevents one parent's contact with a child, otherwise we are not able to deny access to a child by a parent.

If there is concern about violent or aggressive behaviour from either parent we recommend that the child does not attend the school until the problems have been resolved, thereby ensuring the safety of all children.

### **Failure to collect a child**

In the event of a parent / carer failing to collect a child the procedure set out below will be followed:

- A member of the Senior Management Team will try to establish contact via the emergency contact number(s).
- If in the event of a child not being collected or no contact can be made after 5.00pm, Social Services and or the police will be contacted.
- A child will not be allowed to be collected by a person not known by the school.