



After School Collection Policy

Reviewed by: Headteacher

Date: April 2021

Approved by the Head Teacher:

Review Date: April 2023

Page left blank intentionally

AIM:

Bristol Steiner School aims to ensure the safety of children after school. Class 1, 2 and 3 children will not be permitted to leave school unaccompanied. The school will not allow a child to go home with any adult other than the parent or legal guardian, or another adult designated by the parent/guardian.

From Class 4 onwards, the children may begin to journey home unaccompanied, although the school will need confirmation from parent/guardian.

CLASS 1 - 5

1. At the end of the school day the teacher with each class will lead the children down to the front playground garden where they will expect parents/guardians to collect them.
2. At 3.15pm the children will be brought to the front playground and the children will be ticked off as they leave the premises with their parents/guardians.
3. The duty teachers will take any child who has not been collected by 3.30pm to the office to telephone parent/guardians, and to check if there have been any messages left from the child's parents regarding delays.
4. The child will remain in the foyer or the main office or with their teacher until they are collected.
5. Parents should inform the school as soon as possible if they are going to be delayed. They should also inform the school if someone other than the usual collection person is going to collect their child.

AFTERNOON ACTIVITY – Classes One, Two & Three

1. Parents should inform the Class teacher if their child is leaving before lunch, or staying for afternoon activities.
2. Parents will collect their children from the front playground at the end of the morning sessions. All the children must be signed out; an afternoon care register will be available.
3. Children present for Afternoon Activity must be signed out by the responsible adult on collection at the end of the.
4. Children may only be collected and signed out by their parent/guardian between 1.45pm and 3.15pm with prior agreement.

Children uncollected at the end of the day.

1. Parents should notify the school if they find they will be late to collect their child. If it is for a short time the children may be left in the care of the office or teaching staff.
2. If a child is not collected at their expected collection time, we follow the procedures below:
 - a) The signing out sheet is checked for any information about changes to the normal collection routines.
 - b) The child's file is checked for any information about changes to the normal collection routines.

Policies and Procedures: After School Collection Policy

- c) If no information is available, parents/carers are contacted at home or at work.
 - d) If this is unsuccessful, the adults who are authorised by the parents to collect their child - and whose telephone numbers are recorded on the Registration Form - are contacted.
 - e) All reasonable attempts are made to contact the parents or nominated carers.
 - f) The child does not leave the premises with anyone other than those named on the Registration Form or in their file, or on the signing out sheet.
 - g) If no-one collects the child within one hour of their expected collection time and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact the local authority children's social care team:
 - Under no circumstances will we go to look for the parent, nor leave the setting premises with the child.
 - We will ensure that the child is not anxious and we do not discuss our concerns in front of them.
 - A full written report of the incident is recorded in the child's file.