



Child Collection Policy

Introduction

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following British and Serbian legislation:

- Children Act 1989
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Children and Families Act 2014
- General Protocol for Protection of Children from Abuse and Neglect - 2005 (Serb)
- Special Protocol for Protection of Children and Students from Violence Abuse and Neglect in Schools and Places of Social Welfare - 2005 (Serb)
- Republic of Serbia: The National Plan of Action for Children - Feb 2004

The document will also be amended in line with the introduction of any pertinent UK and Serbian legislation.

Aims

- To ensure that students are collected from school on time and by appropriate adults
- To ensure the safety and security of students not collected on time at the end of the school day and after co-curricular activities (after-school clubs).
- To ensure compliance with all relevant legislation connected to this policy.
- To provide a safe, secure, healthy and pleasant learning environment for all our students, school personnel and visitors.

We have in place security procedures that will reassure parents that their children are safe from the time they arrive at school to the time they leave

Head of School's Declaration

We will ensure that at the end of the school day and after co-curricular activities (after-school clubs) all students are collected by their parents/carers or a designated adult. Students will remain in the care of the school until they are collected by their parent/carer or a designated adult. Where appropriate and available, students may be transferred into school wraparound care and the charge for this added to school fees, in line with the school policy of charging fees for the care and education of students.

Equality Measures

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth. We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.



Role and responsibilities of the Head of School

- To ensure all school personnel, students and parents are aware of and comply with this policy
- To ensure that the school puts in place procedures to allow for students to be collected on time
- To ensure procedures are in place to ensure the safety and security of students not collected on time
- To ensure school personnel, parents and students are aware of these procedures
- To provide leadership and vision in respect of equality.

Uncollected Student Procedures

If the student is not collected by fifteen minutes after the end of the day and after school activities, then contact the parents/carers using the up to date student emergency contact details.

If unsuccessful then contact the other named adults authorised by parents/ carers.

The student stays within school with our school security guard or wraparound care supervisors (when operational) until collected. In exceptional circumstances, the student may stay with a class teacher, form tutor or member of the SMT.

Role of Staff Members

Implement this policy if any student is not collected on time and undertake the following procedure if a student is uncollected:

- Reassure the student who has not been collected on time that they have not been forgotten.
- Call the parent/carer or designated person after five minutes of waiting.
- Try other emergency contact numbers if the parent/carer cannot be contacted.
- The student must not be released into the care and supervision of another adult until they have verbal permission from the parent/carer and this permission is recorded, in writing, by the member of staff who receives this permission from the parent.
- The student must not be escorted or taken home by any member of school staff unless expressly authorised by the parent **and** Head of School or Director of Education.
- Record all incidents of late collection.
- Meet with parents who are persistently late in collecting their children.
- After each incident assess security procedures.

Role of Students

Students are regularly reminded:

- of the emergency procedures if they are not collected at the end of the school day;
- to report to a member of the school personnel if they are not collected on time;
- to remain in the school in the charge of staff until they are collected;
- to listen carefully to all instructions given to them.
- Under no circumstances to take themselves home without express permission from the Head of School or Head of Primary/Secondary and confirmation that their parents are aware that they are travelling home alone. This applies to Y7-13 students only and should **never** be applied to primary school students.



Role of Parents

- have the school's contact details;
- ensure that their children are collected promptly;
- contact the school to explain that they will be late to collect their child;
- contact the school to explain that they will be late to collect their child and that a designated person known by the school will be collecting their child;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school,
- agree to pay any fees accrued through the use of wraparound care to look after their child in the event of late collection.

Policy Review

This policy is reviewed annually.

Reviewed July 2021