



Collection of Children Policy

It is the school's policy to only hand over a child to the parent or carer who we personally know, or to someone who has been authorised in advance to collect a child by the parent or carer. All parents are made aware of this policy and asked to personally introduce us to any other person who may be required to collect their child.

If, in the event of an emergency or some other incident whereby a child needs to be collected by someone we are not familiar with, the procedure is as follows:

The parent is required to give the name and description of the authorised collector. The collector on arrival at the school must have with them personal identification such as a driving licence or passport along with a signed letter from the parent or carer if possible. Identification has to be shown before the child is allowed to leave.

If a member of staff is not entirely satisfied with the identification the school reserves the right not to hand over a child until a further check is made with the parent or carer.

If, in exceptional circumstances, you are delayed and likely to be late collecting your child at the end of the school day please ring the school office. We are unable to have pupils on site and unsupervised. Our before and after school club may be available (depending upon spaces) for any parent likely to be delayed more than 15 minutes. If you do need to make arrangements at short notice, please contact the school office.

For uncollected children the above policy also applies. A phone call would be made to the parent requesting that suitable arrangements be made for the collection of their child as soon as is possible.

If neither parent/carer or designated collection person can be contacted within a reasonable time period, then the school is instructed by Ofsted that the Somerset County Council Children's Social Care Team is notified.

Please sign the main permission consent form which accompanies this policy and return the form to indicate that you have received and read the Collection of Children Policy.

Parents/Carers who wish their child to walk home/cycle, collect siblings from other classes or leave the school site alone should also complete the permission slip below so that the school is aware of the arrangements. Please note that the school maintains the right to decide whether or not to allow such arrangements to be implemented, and that we would usually only do so for children in Years 5 and 6.

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Nerrols School Collection Policy – Leaving School Site Permission Form

I give permission for my child(name) (Class)
to **walk home / cycle home /collect brother and or sister from other class or classes/ leave the school site unsupervised at the end of the school day.** *(delete as appropriate).* I understand that such arrangements only apply at the end of the school day at 3:15pm, and not at any other time, for example at the end of an after school club.

Signed (Parent/Carer)
Date.....