



AFTER SCHOOL COLLECTION POLICY AND PROCEDURE

Reviewed by: Business Manager/SMT

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Approved by the Board of Trustees on:

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After School Collection Policy and Procedure

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 (3pm) 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. Parents/guardians who are unable to collect children at 3pm must book their children into the supervised 3-3.45pm session by prior arrangement; the list of children registered for this session will be given to the supervising teachers.
3. Teachers on duty from 3-3.45pm will maintain the register and ensure all children are accounted for who have been booked in to this session.
4. At 3.45pm 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.
5. The duty teachers will take any child who has not been collected by 4pm to the office to telephone parent/guardians, and to check if there have been any messages left from the child's parents regarding delays.
6. The child will remain in the foyer or the main office until they are collected. They will be asked to inform the office when they are eventually collected. The duty teachers should remain at school until the child/children have been collected.
7. 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 (1pm), or staying for afternoon activities (until 3pm).

2. At 1pm the Class One assistant will take the Class One children, who are going home down to the foyer/front playground.
3. The children in Classes Two and Three who are going at 1pm will be sent to the foyer to meet the Class One Assistant
4. Parents will collect their children from the front playground. All the children must be signed out; an afternoon care register will be available.
5. At 1.30pm the afternoon session begins and the remaining Class One, Two and Three children will be supervised by the afternoon activity teacher.
6. Children present for Afternoon Activity must be signed out by the responsible adult on collection at the end of the session (3pm), or be booked in by prior arrangement for the 3-3.45pm session (as above).
7. Children may only be collected and signed out by their parent/guardian between 1.00pm and 3pm 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 staff.
2. If the school has **not** been notified it falls to the **duty teachers'** responsibility to remain with children not collected, to contact the parents and failing their reply the emergency contact numbers.
3. If unable to contact any of the numbers the duty teachers should remain with the children until they are collected.
4. If, after an hour, the duty teacher has been unable to contact the parents and the emergency contact numbers, they should phone First Response. They will almost certainly direct the school to contact the police who will send officers to the home address. Remember to note the case number the police give so that it can be quoted if you need to check progress or to inform that the children have been collected. **At no time should children be taken to their home address.**
5. The police will update by phone any information. If they feel there is a need they will notify Social Services.
6. In cases where it is getting very late, it could be decided to take the children home with one of the duty teachers; First Response must be called first for advice and the police must be informed and given the mobile number of the teacher taking the children home. A note to this effect should be left on the front door, in case the parent arrives.

KINDERGARTEN

Kindergarten children are always collected by parents/guardians from the classroom and in consultation with the teacher (see KG Collection Policy and Children not collected - Kn).

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