



**School Vision:**

***To encourage and support thoughtful, happy and responsible children with a lifelong passion for learning, within a Christian community***

**STANWELL FIELDS C OF E PRIMARY SCHOOL**

**Child Collection Policy**

**People Responsible for the Policy:**

**Date Adopted: 06.11.14**

**Reviewed & Updated: 07.09.15, 07.09.16**

**Adopted by Governors:**

Signed . 

**Stanwell Fields is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Our school has the highest regard for the safety of the children in our care- from the moment they arrive to the moment they depart at the end of the school day.**

**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 you for details about the person/people who will be collecting your child. This information can then be used to identify the designated person(s).

If you are not able to collect your child at the end of the school day then you will need to complete a slip\* stating the name of the person who is picking up your child. This slip will need to be handed to your child's class teacher in the morning. Extra copies of this slip can be found on our website or in the school

office. The person collecting your child will need to bring identification with them to prove who they are e.g. driving license / passport. **No person under the age of 16 years can collect a child from school.**

We understand that there will be times when an emergency arises and you are not able to collect your child, or fill in a slip in advance. In this case please make sure that you contact the school, leaving the name of the person who will be collecting your child. This person will still need to bring identification with them.

### **Schools Procedure If there is no adult to pick up a child**

The child will be taken into the school office to be supervised. If no-one has arrived after 15 minutes, staff will check that a message hasn't been left on the school answerphone and then the school will ring the contact numbers parents have provided. If no contact can be made and the child has not been collected after half an hour then the Police will be informed.

**Contact Centre- 0300-200-1006**

**Emergency Duty Team- 01483 517898**

**Police – 01483-571212 (Staines Police Station) or 101**

### **Relationship breakdown of parents/carers**

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

Unless there is a Court Order, of which the school **must** have a copy, preventing one parents contact to the child, we are unable to deny access.

### **Managing Parents/Carers Under the Influence of Alcohol or Drugs**

Teachers will immediately alert the Head or Deputy if a parent is under the influence of alcohol or drugs when attempting to collect.

If the child is thought to be potentially 'at risk' or likely to suffer 'harm' by leaving the school premises with the parent/carer, then the school can, in extreme circumstances, refuse to hand over the child- but this can only happen if the parent/carer is in no fit state to take charge of the child **and** the appropriate services must be notified immediately, i.e the police, who have emergency protection powers, and social care.

The schools Designated Safeguarding Lead will record both the incident and any resultant actions taken under local safeguarding procedures.

**Links to Other Stanwell Fields' Policies:  
Safeguarding & Child Protection  
Health and Safety**



**Name of child (ren) .....**  
**will be collected from school on**

**Date ..... By**

**..... and they will have  
identification on them.**

**The contact number for this person today is**

**.....**

**Is this a permanent arrangement?**

**Yes**

**no**

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