



LOCHINVER HOUSE

Pupil Collection Policy

Any data held in relation to the content of this Policy will be managed in accordance with our Data Protection Policy and Privacy Notice.

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to “safeguard” all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the School to ensure that this duty is uncompromised at all times.

In performing this duty, the School recognises that there can be no complacency where Child Protection and Safeguarding procedures are concerned. The School therefore requires that ALL VISITORS (without exception) comply with the following protocol and procedures. Failure to do so may result in the visitor being escorted from the School site.

All visitors have to sign in at Reception at the Main Entrance to the School. They have to identify themselves and to state their business before a member of staff is called to escort them and allow them access to the premises. Visitors sign in, wear visitor lanyards and are escorted throughout their visit. They sign out on leaving.

All pupils are registered at the start of the morning and afternoon sessions.

The following procedures are to be used in circumstances where:

- pupils are collected late
- pupils are not collected
- it is not safe for pupils to go home unaccompanied
- there are concerns about supervision before and after School (childcare by a sibling/pupil walking to or from School alone)
- there are concerns about a parent/carer’s ability to offer safe care, because they are under the influence of alcohol/drugs or there are concerns about their mental health state.

Procedures to follow for the collection of pupils in EYFS, Pre Prep, Early Senior and Senior School:

1. EYFS & Pre Prep parents must inform the School of the names of any adults that may collect their child from School.
2. If there is a change to the normal collection then EYFS and Pre Prep parents must inform the School in writing, for example, in the Reading Record book, by email or letter. The class message book is also available every morning for parents to write in, informing staff of any changes. If an older sibling or other relative is asked to collect a pupil, they must be 16 years or over of age.
3. In EYFS and Pre Prep, if an adult who is not due to arrive to collect a pupil, a parent must be called before allowing the pupil to leave the School premises. In the Senior School staff are on duty to monitor pupils leaving the premises.



4. If a parent is late, they must be called unless they have already informed the School of a delay. If they are unavailable then the person authorised will be called.
5. All EYFS and Pre Prep pupils that have not been collected by 3.20pm will be signed into Teatime Club and parents will be charged accordingly. All pupils must be collected by 5'30pm.
6. Year 3 pupils not collected by 3.45pm will be taken by duty staff to Teatime.
7. Years 4 - 8 pupils not collected on time go to Late Stay Club which runs from 3.35pm to 6.00pm. Session charges are in line with the Tea Time Club and a light snack is provided during the second session. Staff must never allow a pupil to leave the premises unsupervised, unless by prior arrangement with the parents.
8. In the event of a parent being involved in an accident, the next of kin will be called to collect the pupil. Pupils (Reception to Year 3) would be taken into Teatime Club (without charge), pupils in Year 4 -8 will be taken to Late Stay.
9. All pupils up to Year 4 must be signed into and out of the Morning, Teatime and Late Stay Clubs.
10. In the event that a pupil is not collected from the setting by an authorised adult and no contact has been established with the parents/carers within forty five minutes to one hour of the usual collection time, the School will follow their child protection procedures, i.e. Police will be informed and a safeguarding referral to Children's Services will be made.
11. The Designated Safeguarding Lead or Deputy will keep detailed, timed records of the action taken and calls made and under no circumstances should staff go to look for the parent/carer or take the pupil home with them.
12. Teatime Club, Late Stay and the School Registrar will keep a record of pupils who have been collected late and parents will be written to and re-informed of the actions that could be taken. If a pupil is persistently collected late a meeting with the club manager with a fine for lateness following the terms of the club contract. A letter of warning will be issued stating that if the lateness persists the pupil will no longer be able to attend the clubs. If the lateness persists with no plausible reason, the matter maybe dealt with as a Child Protection issue of neglect.

Policy Reviewed: 19.07.2018
Policy Review Date: 18.07.2020
Policy linked to: Data Protection Policy, EYFS Policy, Privacy Notice, Safeguarding and Staff Behaviour and Code of Conduct Policy and Procedure, Supervision of Pupils Policy

