



Banks Road Infant and Nursery School

Head Teacher: Carole Clemens B.Ed Hons PGDipEd

Tel: 0115 917 9881
Fax: 0115 917 9882
office@totonbanksroad.notts.sch.uk
head@totonbanksroad.notts.sch.uk

Banks Road
Toton, Beeston
Nottingham, NG9 6HE
www.banksroadschool.co.uk

16.12.16

Re: Collection Arrangements

Dear parents / carers,

School staff must take all reasonable steps to ensure children are not exposed to unacceptable risks acting "in loco parentis". This means that the teacher stands in place of the parent and is expected to exercise the same standard of care as a reasonably careful parent would.

On admission to the School, parents/carers supply:

- Names and full addresses of parents/carers;
- Home and work telephone numbers;
- Mobile phone numbers where appropriate;
- Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

Our school will only allow children to leave with their parent/carer, or with an adult nominated by the parent. Sometimes, however, emergencies arise and the adult nominated to collect a child is unable to do so. This is invariably a 'last minute' arrangement and entails a phone call, usually by the parent, to the school office notifying them of the change of arrangements.

To 'add a layer of security' to our current collection procedures and in order to minimise the risk of children being released to the wrong person, we have reviewed the current system and this letter is to inform you of new procedures (and to remind you of existing practices) around the collection of your child:

- When a phone call is received to notify a change in the adult picking up your child, staff will make a note of the pick-up arrangement and read these back to the caller.
- The 'caller' will then be informed that school will verify their identity and the arrangements by a return call to the **number(s) kept on the school system of the parent/carer.** We will not accept a change of contact details over the phone and we ask all our parents and carers to notify the school office immediately in person or via email, if there is a change to your contact details. Your child will **not** be released without this verification.
- Your child will remain in their own class room under the supervision of staff and must be picked up from there.

“A Home for Learning, Laughing, Caring and Trying”

- All relevant staff (class teacher, office staff and support staff) will be made aware of the arrangements in written format.
- In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.
- If a child is to be collected before the end of the school day, the school is to be notified on the same morning. On arrival to school to collect the child the parent/carer will report to the office staff. The child will then be brought, by staff, to the reception to be taken home by the parent/carer.

Our first concern is the well-being of your child and these robust procedures for collection will minimize any risk. It is the responsibility of our parents/carers to ensure all contact details and information on our office system are accurate and updated whenever circumstances change. As mentioned, if we are unable to contact you then, for matters of safeguarding, we will not release your child.

It is essential that parents nominate a responsible person to pick up their child if they are unable to do so themselves. It may well not be deemed appropriate for another older, primary school aged child to have this responsibility, and it would be a judgment call based on the age and maturity of any other young person under the age of 18.

If staff feel that the person collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the School's Designated Safeguarding Lead or any member of the Senior Leadership Team will be contacted to assess the situation and decide whether the adult concerned appears able to take responsibility for the child. If the judgment of the Senior Leader is that the child might be at risk, alternative appropriate action will be taken and this might include contacting another person named on the emergency contact list or another suitable member of the family to collect the child. If another emergency contact or family member is not available then the School will consider contacting Social Care or the Police.

May I take this opportunity to remind you that the school takes persistent lateness in collecting a child very seriously. School hours are 8.45 – 3.15 for main school and 8.30 – 3.30 for our Nursery. Parents/carers have the responsibility to collect their child on time. (Child protection procedures, informing the police and referral to children's services, will be followed if pupils are not collected within 45 minutes to an hour of the usual collection time, and if no contact has been made).

Thank you for taking the time to read this letter and for your continued support.

Yours sincerely,

Carole Clemens.

Carole Clemens
Head Teacher