

**Broomfield House School**  
**POLICY ON COLLECTION OF CHILDREN**

This Policy, which applies to the whole school including the Early Years Foundation Stage (EYFS), is publicly available on the School website and upon request a copy, (which can be made available in large print or other accessible format if required), may be obtained from the School Office.

Children are normally supposed to be collected from the school grounds by parents or a nominated alternative (known in advance to the school) at the end of normal school hours (3.30pm Mon-Friday for Kindergarten and above, and 12.05/3.30pm for Pre-Kindergarten).

Children up to Year 3 are dismissed by their teachers from the playground or atrium to their parents at going home time, and the teachers only dismiss the children individually by name once they have made visual contact with the parent in the playground.

Years 4-6 inclusive may be dismissed from the classroom by their teachers. They are supervised by the year 3 class teachers and below in the playground also to ensure they are collected by their parents.

Any children uncollected within 15 minutes of the end of school are brought to the school office. The staff will phone their parents to enquire what has happened. Depending on the length of time a parent will take to arrive the child is either told to wait in the school office until 4pm, or to go into After School Club for a longer wait.

Children in After School Club are collected by named parents/carers only. They are known by the ASC staff and must sign the sign out sheet in the ASC book as they collect the child. If a child is still at the ASC after the normal pick up time of 6pm, the staff member will ring the parent using the ASC mobile telephone, and the staff member will stay for up to half an hour for the parent to arrive. If the wait is longer than half an hour, then the ASC staff member will phone the Head Teacher immediately, and he will step in to supervise the child until the child can be collected or dropped off with another known Broomfield parent within easy walking distance of school with the consent of the parent.

Parents of children from Pre-Kindergarten, Kindergarten and Year 1 are encouraged to use the noticeboard in the Atrium to inform teachers if their child is being collected by another parent for a play date. Only these people are allowed to take the child after school on that day. If there is any doubt, teachers call the relevant child's parent for confirmation before letting the child out of school.

A child will not be handed over to a parent, or nominated adult, if, in the opinion of the Head Teacher, that adult is under the influence of alcohol or drugs sufficient to endanger the safety of the child.

Reviewed January 2018  
Next Review Date: January 2019

Reviewed by: Norton York