



**WBS - Working, Believing, Succeeding – A Wonderful Bridge to Success**



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**HEAD TEACHER *Mr M Ashton***

## **Warwick Bridge School Procedures for Releasing Children at the end of the School Day**

We will only release children into the care of individuals who have been notified to us by the parent and will ensure that children do not leave the premises unsupervised. We will take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitor. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

- Parents and carers complete the data collection form annually in September stating all contacts able to collect their child.
- We require any copies of Court Orders if one parent states the other parent cannot collect to halt a parent from collecting their child. If the other parent is unknown to school and arrives to collect, school will hold the child in school to try and contact the residing parent to ask for release or for them to arrive and collect. If the parent does not respond or cannot attend to collect, we inform the parent we cannot legally hold the child from the other parent without evidence of a legal agreement.
- If a parent/carer wishes for another person, who may or may not be on the contact list but unknown to staff members or the individual staff member releasing, we will seek for clarification from other staff members and/or contact the parent to check. We may ask for a password to be given to the adult collecting for the first few times. As we request all parents give school notice of a different person, above the norm school routine knows about, through email, in person or by telephone, this situation is usually rare.
- All parents/carers are to inform school verbally or through writing, including email, if another adult is collecting their child. School will not release to another adult, even if school knows the other adult without verbal or written notice to school by the parent.
- If the other adult is unidentifiable to staff, parents/carers should have provided school with a password of their choosing given to both school and the adult for clarification and verification they are who they say they are when collecting. Once school knows the other adult and the routine for collecting or further permission given by the parent/carer then a password is not necessary.
- We will not release a child of any age to leave school unsupervised without parent/carer

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permission and even with permission will not release a pupil in to the community without any adult awaiting their arrival in the locality for their safety. We recognise that older children may walk home, though parents must inform us of this. Key Stage 1 pupils cannot walk home without being collected by someone aged 16 years or above.

- Staff have the right to refuse release of a child if procedures are not followed by the parent/carer until verification is made by the parent/carer therefore the child will remain on site until clarification is evident.
- A child stating the adult is someone they know does not necessarily mean that adult has permission from the parent/carer to collect. Staff should be mindful of this and seek further staff or parent clarification before releasing the child.

### **Parents/Carers duty of care**

Parents/carers have a legal duty, as per policy to ensure pupils arrive on time for the start of the school day. They must ensure they collect their child within reasonable time at the end of the school day. There is no legislation for staff to supervise children after the end of the school day. At Warwick Bridge School, we recognise there may be on rare occasions, as a one-off time, when a parent is unable to arrive to collect their child for 3.15pm. Teacher directed time allocates 10 minutes each day from 3.15pm-3.25pm for supervisory duties which may include contacting parents, ensuring the safety of the child within school and letting senior staff members know a child remains in school. On these occasions, school provides an area by the main office for the child to sit and wait for their parent/carer in a communal area within the safety of school. Parents must inform school if they are to be late and give a reason why. Any late collection after 3.15pm must only be on a rare occasion.

If a parent continues to arrive late for collecting their child on a regular basis, regardless of whether school have been informed or not, senior leaders will either request a meeting with the parent and/or send a formal letter reminding parent/carer that school cannot provide free child care services and direct the parent/adult to the nearest child minding/after school club services for the parent/carer to access. It is parent responsibility and duty of care to their child to collect within a reasonable time at the end of the school day at 3.15pm.

Staff will record and monitor any regular lateness of collection on CPOMs (our internal electronic system) and this will be reviewed by the DSL/DDSL. If school becomes concerned after having spoken to or informed the parent/carer of their duty to collect their child and it continues, school may choose to log their concerns with the Cumbria Safeguarding Hub. All contact details for the SGH are displayed in the staff room and all staff have a reference guide for Safeguarding procedure.

As parents/carers, on the very rare occasion you may be late, please remember we do not tolerate any form of verbal abuse and as such we may send a warning letter to any parents/carers who do not treat staff respectfully, especially when due to parents/carers not fulfilling their parental duty of collecting their child on time.