



HILL VIEW SCHOOL

Authorised adults collection procedure

Adopted May 2015, reviewed Oct 2016

This procedure is an addendum to the school's Safeguarding Policy.

Each family (all children FSN - Y6) has a 'Password' to be used when somebody, other than the regular designated people, is collecting children from school - both during and at the end of the day.

- *Parent/s must complete the form below to indicate the 'named people who normally collect from school AND to identify a password.*
- *If there is an occasion when a not 'named' is needed to collect from school, parents must inform either the office or the class teacher **IN ADVANCE***
- *Non 'named' people collecting **MUST** use the password.*
- *Passwords will be stored on the school's central computer system.*
- **NO MEMBER OF STAFF WILL RELEASE A CHILD TO A NON 'NAMED' PERSON WITHOUT CONTACTING THE SCHOOL OFFICE**
- *If any person arrives to collect a child in an unfit state (eg acting violently or under the influence of alcohol or other substances) **THE CHILD WILL NOT BE RELEASED TO THAT ADULT.***
- *Staff will call the Headteacher or, if unavailable, a member of SLT. The police and/or Social Care may be called in extreme circumstances.*



COLLECTION FROM SCHOOL INFORMATION - Oct 2016

CHILD NAME _____ CLASS _____

The following 'named' adults are permitted to collect my child from school.

Password for collection by non 'named' adults

PARENT NAME _____ SIGNED _____

DATE _____