



## HILL VIEW SCHOOL

### Authorised Adults Collection Procedure

June 2018

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

The safety and security of our children is extremely important to us. We rely on our children to identify their parents or a regular named person who is picking them up. This supports Supply Teachers and Teaching Assistants who may be covering the class and also supports the teacher in getting to know the parents. If you have a regular person collecting your child, please ask them to make themselves known to the class teacher and this person should also be detailed on the "named" list (see below).

We understand that on some occasions you may need an adult who is not on the named list to collect your child. If you have not already done so and wish to set-up a password for "non-named" adults please complete the slip at the end of this policy.

Please understand that our expectation for the minimum age for a child to be collected by a person from school is 16yrs. This information will be held on our database.

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.