



Collection of Children from Alwyn Infant School Policy

We have a very strict policy relating to the collection of children from Alwyn Infant School. This policy is in place to protect your children. The collection procedure is outlined below:

Parents/Carers

The class teacher must be informed if someone different is to pick up your child from school. If a person other than the parent is to pick up a child regularly from the school then the parent is to inform the class teacher as soon as the arrangement is put in place.

Please inform the class teacher in the morning, in writing, if someone else is picking your child up from school.

Any person collecting your child from school **MUST** be aged 16 years or over.

Please note that this procedure **MUST** be followed if anyone other than the child's parent/carer or known child-minder is to collect them from Alwyn Infant School. This includes other relatives (inc. grandparents, siblings, aunts, uncles etc.), neighbours, friends and any one else.

If someone tries to pick up a child and the teacher hasn't been informed, we will only allow that child to be taken by that adult once we have checked with the child's parent/carer.

After School Child Care Clubs

Alwyn will ask the after school child care club to supply them with a copy of their current Child Protection Policy and Safeguarding Procedures.

Alwyn will request that documentation be sent, either in writing or by e-mail, informing them of the names of the employees who will be collecting children and their DBS numbers.

The child care club will be asked to inform the school in writing or by e-mail who will be picking up the children each day.

The after school child care club employee is to wear photo identification, with their DBS number, when picking up a child from Alwyn Infant School. After school child care club employees not wearing their photo ID will not be allowed to collect children from our school until their identity has been verified.

If an after-school child care club employee leaves the employment of the after school child care club the school is to be informed immediately so records can be updated.

Parents who have arranged for their child(ren) to be picked up from Alwyn by an after school child care club will complete the following permission form: