



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

FAITH • LEARNING • LIFE

Child Collection Policy

Document Control

This policy has been approved for operation within	Manchester Muslim Preparatory School
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Review period	Yearly
Owner	MMPS

Child Collection Policy

Your child's well-being is of great importance to the staff at the school, therefore procedures for collecting children are followed to ensure your child's safety. No child will be released from our care if staff is not informed of the person collecting the child.

Safe Collection

School finishes at **3.00 pm** for all pupils

Children in Nursery class wait inside their classroom and Reception children in the Reception playground and are handed over individually to their authorised adult. All pupils from Year 1 to Year 6 line up in the designated area with their class teacher and must be collected by the authorised adult from the class line.

Once a child has been handed over to the responsible adult, they are no longer the responsibility of the school. We ask parents/carers/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

As part of our safeguarding procedures, a child can only go home with the usual person who collects the child. No child will be sent home with another person without the school receiving at least verbal permission from a person with parental responsibility. If someone different is collecting, the class teacher or admin office *must be informed beforehand*. We will not send a child home with someone else, even if that person is known to the staff member/school *or s/he knows the correct password*, unless this has been communicated to the class teacher first. The class teacher will be responsible for ensuring that they share this information if someone else will be sending the child home.

If someone different is collecting a child, and the teacher does not already know this person, staff will ask for a password as a way of being able to identify them. This information is collected as part of the admissions process and/or as part of the yearly annual data update/collection process. If a parent contacts the school admin team during the day to inform that someone else is picking up the child, the member of staff who takes the message is responsible for ensuring that a password has been recorded (BROMCOM) or requesting a password where one does not appear.

If a message is given to a member of the admin team during the school day, it may not be possible for the message to be given to the class teacher before it is time to go home. In these circumstances, class teachers will bring the child and the person collecting them to the school office (once all the other children have been dismissed) for clarification of this before sending the child home.

Collection from School during School Hours

Parents/carers should ensure that routine appointments, e.g. to see the dentist or doctor, are made during the school holidays or after school. If your child needs to attend appointments during the school day, evidence of the appointment/s should be provided to the school office prior to the appointment day, wherever possible, so that this can be recorded. If class teachers are shown evidence of an appointment, they will either make a note on BROMCOM or email admin who will add the information on their behalf. When coming to collect your child to attend an appointment, parents/carers who have not provided evidence beforehand will be asked for evidence to validate the reason for the child to be collected from school during the day. Evidence could include a hospital letter, an appointment card or a text confirmation/reminder.

Admission information

When your child starts at the school, you will be asked to fill in some information about your child. We will ask for details about the person/people who will be collecting your child. This information can then be used to identify the designated person(s).

You will be asked to complete a password form. It is important that this form is given to the school and that only the people you wish to collect your child know the password.

Suitable person / Identification of Individuals

It is the policy of the school that no person under the age of 16 years can collect a child from the school during the day.

Infant children (those in Nursery, Reception, Y1 and Y2) may **NOT** be collected by other brothers or sisters in school. They should be collected by an authorised adult.

Other safety issues

Parents/carers are responsible for ensuring that their children do not access or use any areas of the school site that are prohibited. This includes playing on any outdoor playground equipment such as climbing frames and other equipment in the nursery play area. This equipment is only permitted to be used by pupils of the correct age during the school day and under appropriate supervision.

For all children's safety no football should be played on the playgrounds after school and children are not permitted to use bikes, skates or scooters etc. on the school site.

Extra-Curricular Clubs Arrangements

Please note that **ALL** children will need to be collected promptly by an authorised adult if they are staying late at school for after school clubs.

Communication

As always, good communication between home and school is vital so please let us know ASAP if there are any changes to your normal drop off and collection routines.

When Children are not collected

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon as possible to notify us that you may be late. If we receive no such message, the following procedure would be followed:

1. The child will remain with their class teacher/TA until their adult arrives.
2. If their adult is late (after 3.15pm), they will return into the building with their teacher and wait near the office while the staff try to contact parents/carers.
3. Messages are checked to see if there are any changes to the end of day arrangements
 - i. Parents/carers/carers are contacted at home or work
 - ii. If this is unsuccessful other authorised adults are contacted
 - iii. In the meantime the child will wait at the main office entrance under adult supervision

Where NO authorised adult can be contacted.

- After 30 minutes the child(ren) will be supervised by someone of the admin team.
- If the child(ren) has/have not been collected after one hour, (3:45pm / 4:00pm) and no contact has been made or arrangements agreed we will follow our Child Protection Procedures and contact the Local Safeguarding Team.
- The Safeguarding Team will aim to locate the parent/carer or relative. If they are unable to do so, the child may be placed into the care of the Local Authority.

- The school will deliver a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child.
- A full report of the incident will be written and placed in the child's school file.

Following a Late Collection

- All late collected children will be recorded in the school late registers by admin staff.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents/carers.
- Where children are collected more than 15 minutes late from a school-run afterschool club (e.g. Quran) on 2 occasions they will automatically lose their place at that club.



APPENDIX 1

DROP OFF & COLLECTION

Dropping off Children in the morning

MMPS Breakfast Club

Parents whose child/children attend the breakfast club, can get access to school from 7:35am. They must ring the buzzer at the main gate**, accompany their child/children to the breakfast club and hand them over to the member of staff on duty. Parents must ring the buzzer at the main gate** when leaving; office staff will open the gate.

****Security:** Parents ***must close the main gate at all times**, i.e. after entering and after exiting.

Children who do not attend breakfast / morning clubs

The caretaker will open the gates (main – and side gate near nursery) at 8:15 am and parents/carers can drop off their children.

EYFS

- Nursery children can be dropped off in the Nursery.
- Reception children must be handed to Reception staff who will be waiting in the playground to welcome them and accompany them inside via the Reception playground.

Children who arrive late

Access doors to the building will be shut at 8:25 am Pupils arriving after 8:25am will be directed to enter the building via the main front door by staff on duty where admin will register them.

All Pupils

Pupils arriving after 8:40 am must be accompanied by an adult to the main gate (via staff car park) where parents need to ring the buzzer and wait for admin staff to open the gate. We ask parents/carers who arrive late to accompany their children to the main front door where they can be handed over to a member of the admin team. Children will be registered by admin staff and then go to their classroom.

We ask parents/carers to accompany their children into the foyer only and not into the main school building.

Security / Health & Safety: Parents/carers are not permitted to park in the staff car park.

Collecting Children after school

School finishes at **3:00 pm for all pupils.**

Nursery* Children wait inside their classroom and are handed over individually to their authorised adult.

Reception* Children wait in the Reception playground are handed over individually to their authorised adult.

Year 1 line up along the wall leading to the Nursery playground (near the back door)

Year 2 wait near the Nursery sheltered area.

Year 3 – Year 6: Will line up in their designated area in the main playground and wait to be collected.

Extreme weather conditions

Reception: Children will wait in the classroom. Upon arrival of parents at Reception playground gate, children will be sent out by Reception staff.

Year 1: Parents/carers collect their children from the classroom, using the front entrance. Parents/carers are requested to leave the building via the front entrance as soon as they have collected their child.

Year 2: Line up outside under the nursery outdoor play area shelter and wait to be collected from parents/carers there.

Year 3 to Year 6: Children line up in the dining room and are sent to their parents/carers who are requested to wait in the playground.



APPENDIX 2

Password Request
Home Arrangements
ACADEMIC YEAR 2023 - 2024

We want to ensure that we are confident in knowing that every single child in our care has safely left the school premises.

We are therefore using a password system for each child. This password system will be used if a child is not going home with the usual adult who collects the child.

If another person is collecting your child, you must inform the class teacher or admin office, at least verbally, beforehand. The collecting adult must then quote the password for your child to be handed over. A child cannot be handed to the collecting adult unless this has been communicated to the class teacher first, even if the password is known.

Please provide a password on the form below and ensure that you inform anyone who may be collecting your child from school.

Until the password system is set up, we ask you to inform your child's class teacher or admin office verbally or in writing if another adult is collecting your child, stating the full name of the authorised adult.

Kindly return the password request form to your child's class teacher.

HOME ARRANGMENTS – PASSWORD REQUEST

Name of Child: _____ Class: _____

Password to be used by an adult authorised to collect your child:

Signed: _____

Date: _____

Relationship to the child: _____

APPENDIX 3



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PUPIL COLLECTION FORM
Authorisation of additional adult
ACADEMIC YEAR 2023 – 2024

For children who are collected regularly by an adult authorised by the parents/carers.

If your son/daughter is collected regularly (e.g. once a week) by the same adult, please complete the form below and hand it to the office.

This means you will not have to inform school in advance.

Name of child: _____

Class: _____

Name of collecting adult: _____

Relationship to parent: _____

I authorise _____ (name of collecting adult) to collect

_____ (name of child) on the following day/s:

Monday Tuesday Wednesday Thursday Friday Any day

Name of Parent: _____

Signature: _____

Date: _____



GUIDELINES WALKING TO AND FROM SCHOOL ALONE

There are no laws around age or distance of walking to school. A families' guide to the law states:

"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school".

Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. However, as a school we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

Pupils in Y6

There is no set age when children are ready to walk to school or home on their own. It very much depends upon their maturity and confidence. Therefore, as regards to pupils in KS2 we believe that you as parents need to decide whether your child is ready for this responsibility.

In deciding whether your child is ready to walk to school you should assess any risks associated with the route and your child's confidence.

There are lots of ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently. Walking to school is a great opportunity to learn great safety skills.

Teach your child to:

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Always cross at the intersection where there are traffic lights; do not cross in the middle of the road. Alternatively, cross in a place where you can see clearly in all directions. Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.
- Never ever follow someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as grandparents or a trusted neighbour). And if that person tries to convince him/her to go with him/her or tries to physically get close to him/her, then scream, "Help! This is not my Dad"

or "Help! This is not my mum" and run away. If they grab them, tell your child to kick, punch and hit as hard as they can.

When deciding whether your child is ready for this responsibility, you might want to consider the following:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they didn't want to do (scream, shout, kick, fight)?
7. Would they know what to do if they needed help?
8. Would they know whom best to approach to get help?

If you are not confident about how your child would react, then you should seriously consider whether you should allow them to walk on their own.

If you decide that your child is ready for this responsibility, then you must inform school by completing the slip below. ***Your child will be prevented from walking home unless this permission has been given in writing.***

Your child will also be responsible for their behaviour whilst on the school premises either before or after school. **Should their behaviour be unacceptable you will be asked to accompany or collect them until they have proved they can be trusted again.**

IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS THAT YOU HAVE MADE, PLEASE ENSURE THAT YOU LET US KNOW IMMEDIATELY IN WRITING.

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Manchester Muslim Preparatory School

**Permission for a pupil to walk to and from School unaccompanied
Person with parental responsibility to complete and return this reply slip to
school a.s.a.p.**

Name of Child: **Year Group:**

- I wish to inform you that my child will be walking to and from school on a regular basis.
- I shall notify you immediately should this arrangement change.
- I have read and understood the guidelines and reasonable precautions set out in 'Pupils walking to and from school alone'.

Signed:

Date: ___ / ___ / 20 ___

Print Name