



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 on that day, preferably in writing.

If a person other than the parent/carer is to pick up a child on a regular basis then a school form must be completed as soon as possible so we can add their details to the collection permission list.

Any person collecting a 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 named person, tries to collect your child then the teacher will keep the child until a phonecall can be made to the parent to confirm the arrangement. This includes other relatives (inc. grandparents, siblings, aunts, uncles etc.), neighbours, friends and any one else.

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 check a DBS is in place.

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 when picking up a child from Alwyn Infant School. After school child care 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 must complete the following permission form:

Date:

Dear Miss Cale

I give permission for my child in

Class to be picked up from Alwyn Infant School by the

after school child care provider (*please name the provider here*)

.....

I will inform the school if this arrangement changes in any way.

Signed

Print name

I am the child's