



STAY SAFE
Meadlands Primary School, Nursery & 'Ducklings' Sessional Daycare
Procedure for Collection & Non-Collection of Children or Lost Children

Collection of Children:

- We expect that children from Nursery to Year 5 are collected from school by an adult (ie., 16 or over) parent or carer
Parents and carers should always let classteachers and school staff know if someone different is going to collect their child
In order to begin to develop independence, Year 6 (and Year 5 only in the summer term) may walk home by themselves after school or clubs providing the consent form below is received from parents and they accept responsibility as per the police advice below
Advice from the police states: "Custody, charge or care of a person under 16 years old can only legally be vested in someone over this age. If a parent leaves a child or children with a person under 16 years old, they are responsible for anything that may happen as a result."
If in exceptional circumstances, a child under 16 needs to collect a child from Meadlands, we will need written confirmation that the parent or carer accepts responsibility for this as per the police advice above. Please complete the consent form below.

Non-collection of Children:

- Parents go directly to the Nursery entrance to collect their child
Parents collect Reception children from the Reception gate
In Y1-Y6 children are taken to the playground where they are 'handed over' to parents, carers or the nominated person to collect
Where children are not collected they are taken to the school office by the teacher in charge where upon parents & carers contact numbers are phoned.
Upon late collection, parents & carers sign children out on the electronic system in the foyer.
If a child is not collected after 30 minutes the headteacher or senior staff member in charge is notified.
If there is still no contact with parent & carers then the headteacher will contact the Initial Response Team 0208 891 7969 for advice and resultant action as per their procedures.

YEAR 5 / 6 REQUEST

My child _____ is / was in Year 6 or the summer term of Year 5, and I give my permission that they are allowed to walk/travel home from school by themselves and I understand and accept parental responsibility as outlined in the above policy and advice from police.

Name:

Signature:

Date:

SECONDARY AGED PUPILS UNDER 16 COLLECTION CONSENT SLIP (YEAR 3 UPWARDS)

I give my permission that..... is allowed to collect my child (name)

..... on

I understand and accept parental responsibility as outlined in the above policy and advice from police.

Signed: Name: Date: