

***Awaiting Governor Approval**



Procedures for the Arrival and Collection of Children

Our Academy has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they depart at the end of the school day.

Foundation and Key Stage One

- 1. UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED OFF THE PREMISES WITH ANYONE OTHER THAN AUTHORISED COLLECTORS i.e. THOSE SPECIFIED BY PARENTS/CARERS OR LEGAL GUARDIANS.**
- 2. Parents/ carers/ legal guardians must name the authorised collectors of their child before the child starts. If there are any changes to these arrangements parents need to inform the Academy immediately by contacting the Academy office. In cases where the new “collector” is unknown to the Academy, the Academy will ask for an introduction to the new “collector” to ensure they know by sight who is collecting the child. (It is the parent’s/carer’s/legal guardian’s responsibility to ensure the school knows who will be picking up their child.)**
- 3. If anyone other than the authorised collector is collecting, permission must be given by the method stated above. This includes children being taken to parties by other children's parents etc...**
- 4. If there is request for a specific person not to be allowed to collect a child (e.g. in child protection or custody cases) written instructions must be provided to the school by the parents/carers/ legal guardians so the school is fully informed. The school may request a photograph of this person.**
- 5. In the case where the “collector” is unknown to the school, the school will ask that the child is picked up from the school office, an appropriate security question will be asked, and a name and description of the collector will be gained through a phone call to parents/ carers/ legal guardians.**
- 6. It is the parent’s/carer’s/legal guardian’s responsibility to ensure the safe collection of their children (at 3:15pm-KS1 and 3:20pm KS2) the end of the school day by facilitating the school with the correct and up to date**

information. If there is any doubt about the collection of a child at the end of the school day in Foundation Stage or Key Stage one, the class teacher or member of staff in charge of the children is to investigate immediately including phoning all emergency contacts.

7. If no-one arrives to collect a child and the parent cannot be contacted within half an hour of the end of the school day, then a home visit should take place by another member of staff. If authorised “collectors” were still not located by 5pm the police would be called. Two senior members of staff would stay with the child until they have been collected.

If your child is absent from school parents/carers/legal guardians are required to inform the school as soon as possible on the first day of absence so that the school is fully informed as to why your child is not present at school.

Key Stage Two

Children in these age groups elect to walk home by themselves or with friends. However, every attempt is made to work with parents for the safe collection of their children after school. It is a parent's/carer's/ legal guardian's responsibility to inform the school if a child is to still be collected by an adult at the end of the school day. In cases where this is the case please see Key Stage one procedures and guidelines above.

The children are seen off the premises at the end of the school day (3:20pm) by their class teachers or member of staff responsible for them. The children are released with the knowledge that if there is no known adult waiting to collect them, they are to return into school, either to the class teacher or the main school office, where there will be members of staff available to support them. At this point the school will make every attempt to contact the legal guardian/s of the children in order to facilitate safe collection for example phoning emergency contacts. During that time the children will be under the supervision of school staff and therefore safe. If no-one arrives to collect a child and the parent cannot be contacted within half an hour of the end of the school day, then a home visit should take place by another member of staff. If authorised “collectors” were still not located by 5pm the police would be called. Two senior members of staff would stay with the child until they have been collected.

Times and further details

Foundation Stage Arrival:

Parents are expected to bring their child/children to the door and pass over to the Foundation stage member of staff on the door. Foundation gates open at 8:30 for Foundation Stage One (Nursery-Little Bears) children and 8:50 for Foundation Stage Two (Upper Foundation-Big Bears) children.

Foundation Stage One Collection AM (Nursery)

At 11:20 all Foundation Stage children leave the outdoor area and come inside. At 11:30 the gates are opened and parents enter the outdoor area and approach Foundation Stage one door. Children are 'passed' to parents authorised to collect them. Following collection the outdoor area gates are closed and locked. Foundation stage one afternoon parents arrive at 12:30, children are passed to adults as morning procedure.

Foundation Stage Collection PM

All children are inside by 2:45pm. Between 3:15pm and 3:30pm the gates and doors are opened. Children wait on the carpet area inside until authorised parent arrives. At this point children are called, one by one, and handed over to authorised adult. Throughout this process at least one member of staff is always on the door and at least one member of staff is always on the carpet with the children.

Arrival/Departure times Key Stage One and Two

8:50 am – the children need to be in class for registration at 8:55 – members of staff are on duty from 8:50am and ready to receive children in their class areas at that time. The school day officially ends at 3:15pm (KS1) and 3:20pm (KS2).

Periodically the school will request updates from parents regarding all issues of safety, be they contact details, collection details or medical information. These requests appear in school newsletters or separate information letters to parents. At all times the responsibility remains with the parents/carers/legal guardians to keep the school informed of any changes to contact details, arrival, collection or other procedures.