



## ARRIVAL AND COLLECTION OF CHILDREN POLICY

### Arrival

Children should be accompanied by a responsible adult unless permission has been given for them to come alone.

\*All children Key Stage 2 children can arrive between 8.35 am and 8.45 am. A member of staff will be on site to welcome the children. We do not expect children to arrive before this time, if they do they will be unsupervised. All EYFS/KS1 can arrive between 8.50am and 9.00am.

\*There is opportunity to bring your child to Breakfast club, this starts at 8.00am to 9.00am at a cost of £2.00 per session, by prior arrangement an earlier time can be arranged with the school office. (Reduced rate of £1.00 for Pupil Premium children)

\*Children remain the responsibility of their parents/carers until school starts.

\* On days of heavy rain children may wait in the hall or a designated classroom.

### Collection of children

- Foundation Stage and Key Stage 1 children are dismissed by the class teacher onto the playground. Please stress to your child that they must always wait with their teacher until their grown up arrives to collect them. The children must be taken home by a grown-up and are not allowed to walk home on their own. For safety reasons we also do not allow Key Stage 2 children to collect Foundation Stage or Key Stage 1 children and walk them home. If you are unable to come yourself please arrange for another responsible adult to collect your child(ren).

In class 1 we operate a password system for collection of a child if it is another person other than parent/carer picking up.

If a person arrives to collect a child and cannot remember the password, we will ring prime contact/parent and get some more information and will ask person picking up to state the chosen password.

In the event of a person collecting the child other than main parent/carer, if they do not have the password we will not let the child go and we will inform parent/carer by phone to authorise the collection and description of person collecting of their child will be needed.

In an emergency if a parent was to ring and inform us that a neighbour or friend was to collect and we would ask the parent over phone for authorisation and the password and a few security questions. It is the parent's responsibility as to the wellbeing of their own child on leaving the setting, as once out of the premises they are no longer in our care.

- Key Stage 2 children are dismissed from their classrooms at the end of the school day, and by prior arrangement year 5 and 6 children may be allowed to walk home by themselves if within an acceptable range (to be determined by head teacher or SLT and parents together) but **only** if arranged with senior management and it is confirmed in writing.

## **Delayed collection**

Parents need to notify the school immediately should the arrangements for collections change or if they are delayed. If a child is not picked up at their designated time of departure their classteacher will contact the parent to see if there is known reason as to why their child has not been collected. If satisfied the staff member will take the child to after school play club at a cost to the parent/carer of £2 per hour.

Failing to contact all persons on registration forms we will contact 'The Multi- Agency Referral Unit (MARU) and wait for further instruction.

We will as carers, always remain calm as to not alert the child concerned.

Under no circumstances will a child be allowed to depart from the school unless he/she is with a previously identified authorised person unless they are years 5 or 6 and have consent to do so by their parent/carer

Staff must always be vigilant and aware of a child leaving the setting and who they answer the door to, they must ensure children are signed in and out on room registers am and pm, being aware of how many children in a room at all times.

## **After school clubs**

Members of staff in charge of an after school activity should obtain written consent from a parent for the child to stay. The parent should have been informed of the finishing time, and the member of staff should have arrangements in place so that they know how each child is to get home safely. When arrangements change for extra-curricular activities (e.g. due to the illness of the staff member running it), parents and carers **must** be informed, as this may affect arrangements for collection at the end of the day. This should be done by letter, email or text **no later than the day before the event**. It should be determined by reply slip or telephone that every parent concerned has got the message

If any extra-curricular activity is run by non-staff, a member of staff should stay until all children have been collected.

If at any time children need to be collected during the day parents/carers should report to the office initially where the class will be notified.

Staff cannot prevent a separated parent from collecting their child if they have parental responsibility unless there is a court order in the school's possession preventing that parent from having access to the child. It is helpful if the school also has a copy of a photograph of the parent. We will however, inform the main carer and try to hold the child at reception until this has been done.

**Revised: September 2022**

**Next review: September 2024**

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**P Blackburn Executive Headteacher/R Monhemius, Chair of Governors**