

SOUTH STREET PRIMARY SCHOOL



Arrival & Collection of Children

January 2018

POLICY DOCUMENTATION

Procedures for the Arrival and Collection of children

At South Street we have 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.

ARRIVAL TIMES

Nursery

Morning: The children enter the building from the nursery entrance to start the day at 8:45am. It is a parent/carer/guardians responsibility to ensure that their child has entered nursery.

Afternoon: The children enter the building from the nursery entrance to start the day at 12:30pm. It is a parent/carer/guardians responsibility to ensure that their child has entered nursery.

Main School (Reception to Year 6)

Morning: The children enter the school building to start the day at 8.50am. School staff are on duty in both playgrounds but are not responsible for the pupils. It is a parent/carer/guardians responsibility to ensure that their child has entered school with their teacher at 8.50am, it is not until this time that school staff are the responsible individuals.

When a child arrives late, parents must sign in from the main office. If your child is persistently late you will be invited into school to meet with our Family Support Worker, Susan Mulhatton, to support your child getting to school on time.

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.

DEPARTURE TIMES

Nursery

Morning: The children will be released to a responsible adult at 11:45am

Afternoon: The children will be released to a responsible adult at 3:30pm.

Main School (Reception to Year 6)

Afternoon: The children are released to **a responsible individual at 3.15pm.**

If as a parent/carer/guardian you have made the choice for your Year 6 child to walk home you must in all cases inform us of this choice in writing so records are up to date. Please note if you request this we do not accept any responsibility for any issues which may occur once the child has left the school premises. We must point out that parents who have provided written authorisation would be accountable if any incidents occurred, this could be Child Protection related as a child walking home unattended could be identified as being unsupervised by their parent/guardian. Parents or carers of year 5 pupils may wish their children to walk home alone. School will consider this request carefully which must be written on the contact form. The school reserve the right to refuse permission for a child in year 5 to walk home alone depending on the distance and the concerns of the school.

On **admission** to the school, parents/carers should provide the following information:

- The names and full addresses of parents/carers (including confirmation of parental responsibility/private fostering arrangements and any relevant paperwork).
- Home, work and mobile phone numbers.
- Email addresses where appropriate.
- Two or more emergency/authorised adult contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency.
- Information about any person who has been denied legal access to the child (with copies of any relevant legal documents).

This information will be held securely in school, it is the responsibility of the parent/ carer to update school of any change to the contact information.

Collection at home time

Please note that:

1. Under no circumstance will children be allowed off the premises with anyone other than authorised collectors i.e. those specified by parents/carers or legal guardians.
2. Parents must name the authorised collectors of their child before the child starts school. If there are any changes to these arrangements parents need to inform the school immediately by contacting the school office. In cases where the new 'collector' is unknown to the school, the school will ask for some form of introduction to the new 'collector' to ensure they know by sight who it is collecting their child. (It is the parents/carers/legal guardian's responsibility to ensure the school knows who will be picking up their child.) In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.
3. If there is a 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 or legal guardians so the school is fully informed. The school may request a photograph of this person. However we need parents to know that unless there is an official legal document which states this it is very difficult for us to uphold especially if both parents have parental responsibility.
4. It is the parents/carers/legal guardian's responsibility to ensure the safe collection of their children by providing us 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 then the member of staff in charge of the child is to investigate immediately including phoning all emergency contacts.
5. If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and wellbeing of the child may be compromised, in the interest of child safety the child will not be handed into the care of an adult who appears to be intoxicated (under the influence of) drugs or alcohol.

All children must be collected from clubs by an adult during the months of November to April, as it is dark and the roads dangerous unless this has already agreed by a member of staff. Children will be dismissed by the club facilitator to the parent/carer.

Late Collection

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this. All staff will accompany children at collection time. All children not collected within 5 minutes are to be brought into school where it is safe and warm by the teacher. They will then be brought to the reception area where they will be supervised by their class teacher or teaching assistant while we investigate where parent/carers are.

In the event of lateness for collection the school will attempt to:

- contact the parent/carers on the telephone numbers or email addresses they have provided.
- call emergency contacts if parents cannot be reached so an authorised adult can come and collect the child
- keep records of late collections
- in the event of frequent late collections, a letter will be sent to parents advising that frequent late collections may result in the school contacting children's social care if they are concerned about the welfare of a child.

If no-one arrives to collect a child and the parent or emergency contacts cannot be contacted within half an hour of the end of the school day, the school will contact Social Services to inform them we have an uncollected child on the premises.

If the parent/carers or authorised people cannot collect the child and someone else will be coming instead, the parents need to notify the school as soon as possible and identification may be required.

If parents/carers fail to collect their child

We will make every effort to contact the parents/ carers and authorised person whose details have been supplied. While the child remains uncollected they should stay at school in the care of two fully vetted members of staff (one should preferably be the designated safeguarding lead or deputy). Staff should not take the child home with them, transport them home or go in search of parents/ carers. A full written report of the incident should be recorded.

- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact our local authority children's social services care team.
- The child stays at school in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social care worker.
- Social Care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the Local Authority.
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

We will only let children go home with parents, or with a person whom parents have named, giving information and written permission for that person to collect their child. OFSTED guidance states that this should be a person over the age of 17 years who is deemed to be responsible by the parents.

Date this policy was formally reviewed and agreed by the Governing Body of South Street Community Primary School:	
Approved by the Governing Body on:	Ratified on 13 March 2018
Reviewed by Head Teacher:	Julie McGrow
Date:	January 2018
Date of next review:	January 2019