

Arrival and Collection of Children Policy

The Glapton 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. The purpose of this policy is to ensure that safeguarding procedures for the arrival and collection of children are robust, communicated well to parents/carers and adhered to by staff. This policy has been agreed by staff and governors and will be reviewed annually. Its messages will also be shared with children on a regular basis to remind them how to 'STAY SAFE'.

Arrival of Children

- Children should be accompanied by a responsible adult unless parents/carers have requested and received a permission slip for them to come alone.
- All children can arrive between 8.30am and 8.45 am.
- Staff will be on duty to welcome the children from 8.40am.
- We do not expect children to arrive before this time and if they are accompanied by an adult they should remain with them until 8.45am or 8.50am if in F2. Children remain the responsibility of their parents/carers until 8.45am even if they have received permission to arrive alone.
- There is opportunity to register your child for Breakfast club –this starts at 7.30am.
- All children can be left alone from 8.45am (Main playground) 8.50am KS1 playground when they will be supervised by members of staff, the bell will ring at 8.45/8.50am and children should say goodbye to parents/carers and line up in their class lines.
- The teacher or other staff will then lead their class in from the playgrounds.
- On days of heavy rain children may be taken to their rear classroom doors from 8.45am onwards (Y4 via cloakroom doors). They will say goodbye to their parents or carers at the class doors and their teacher will receive them. Teaching Assistant staff will be available to answer any queries or to take messages. Any messages in partnership books will be checked in class.
- If children arrive after the bell and door closure they must be brought around to reception via Glapton Lane Nursery Pedestrian Gate and signed in on our late register. They will then be escorted or directed to class by a member of staff. They may not enter through the outside classroom doors. SLT will be available for any lone late arrivals.
- Gates are locked at 9.10am for safety reasons so parents must vacate by then.

Children may NOT leave the school site once they have been dropped off.

THE TRIM TRAILS, BASKETBALL NETS OR OTHER EQUIPMENT MUST NOT BE USED AT ARRIVAL OR COLLECTION TIMES. THIS FACILITY IS FOR SUPERVISED TIMES DURING THE SCHOOL DAY ONLY.

Collection of children

Staff to wear Hi Vis Jackets for class dismissal (so child can find an adult easily).

SLT will be available at different parts of the grounds each evening.

All children to be reminded that they **MUST not** go unless their adult is there and **MUST** find a member of staff who will look after them if they find themselves alone.

Permission to walk home alone is a live list on Glapton SharePoint.

Parents must **NOT** be invited into the classroom at the end of the day. They may wait and talk to you outside post dismissal of **ALL** children or make an appointment for a later date.

All Children

Collection time is a very busy time and we need to take the children's safety very seriously. Gates are opened at 3.00pm and children are collected from classroom or corridor doors. Staff stand at the door and children remain **INSIDE** the classroom.

Dismissing 30 or more children does take a certain amount of time and parent/carers are asked to be patient as some children will exit later than others.

KS1 & KS2 children finish lessons at 3.15pm and will be dismissed up to 3.25pm.

F2 children finish lessons at 3.20pm and will be dismissed up to 3.30pm

It is essential that teachers and teaching assistants identify the parent/carer collecting a pupil at the end of the school day before that child is allowed to leave their supervision. This is particularly important for supply or other staff who may be unfamiliar with the school, pupils and parents/carers. A teaching assistant should be allocated to support dismissal for any supply staff.

School holds a list of contacts for each child. These are the only people we will dismiss your child to without further special arrangement. If your child is collected by someone else on a regular basis (e.g. Child A collected by Child B's Mum every Thursday for swimming lessons) we need written permission, even if we know Mrs B well.

The office will record all emergency messages in relation to changes to collection. This is on a set form which will require a read receipt to be initialled when the class teacher or TA has read the form.

If received after 3pm an office staff member or delegated TA will go to see the class teacher and they will initial the form.

Children must not be dismissed to someone new without verbal or written instruction given and confirmed by a staff member.

Children must not be dismissed to walk home alone or to meet parent at sibling's class without permission approved. **If in doubt check.**

Foundation Stage and Key Stage 1

Children are dismissed by the class teacher or TA from their classroom door onto the Nursery garden.

Staff keep hold of all children but parents must be asked to stress upon their child that they must always wait with their teacher until an adult arrives to collect them. This will prevent the possibility of a child wandering off in very busy situations.

Children must be taken home by an adult and are not allowed to walk home on their own or with a KS2 child (without an adult). If parents are unable to come themselves they must arrange for another responsible adult to collect their child(ren).

This adult must be one of the adults listed on the school contact details. If a child is to be collected by someone else (e.g. for a play date) notification must always come from the parent/carer. This can be directly to a teacher or teaching assistant or via a note in the partnership book.

Children may be registered for After School Care Club.

THE OFFICE SHOULD ONLY BE TELEPHONED FOR EMERGENCY ARRANGEMENTS.

Key Stage 2 children

Key Stage 2 children are dismissed from their classroom or corridor doors at the end of the school day, and by prior arrangement children may be allowed to walk home by themselves if permission is requested and a permission slip received.

If parents are unable to come themselves they must arrange for another responsible adult to collect their child(ren).

This adult must be one of the adults listed on the school contact details. If a child is to be collected by someone else (e.g. for a play date) notification must always come from the parent/carer. This can be directly to a teacher or teaching assistant or via a note in the partnership book.

THE OFFICE SHOULD ONLY BE TELEPHONED FOR EMERGENCY ARRANGEMENTS.

Emergencies

In an emergency if a parent was to ring and inform us that a neighbour or friend was to collect we would ask the parent over the phone for authorisation and a few security questions. Phone messages **MUST** be via the office and not to the teacher using mobile devices. Dismissal is a

busy time and if the teacher is asked to make a decision over a mobile phone handed to them it presents not only a potential health and safety risk for that particular child but also for all other children being dismissed.

If we are satisfied that the adult collecting is authorised we will dismiss to that adult.

We will always ensure that any stress or confusion for the child/ren is avoided.

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.

Delayed collection

Adults will be on dismissal duty until 10 minutes after dismissal time

3.25pm KS1 & KS2

3.30pm F2

3.40pm Nursery

All children should be collected at the end of school (3.15pm/3.30pm Nursery) unless they are attending an after school club. Parents need to notify the school immediately should, due to unforeseen circumstances, the arrangements for collections change or if they are delayed.

Any child not collected by 3:25pm (KS1 & KS2) /3.30pm (F2) 3.40pm (Nursery) (10 mins after the end of school) will be brought back into school and will wait in the main reception area. A member of staff will ring contact numbers to try to reach a responsible adult to collect the child. This will be logged as a concern if school have not been informed of a delayed collection. If three logs are made during any half term the parents will be asked to attend a meeting with the Head Teacher or Attendance Champion.

Further logs may be referred to the Educational Welfare office.

If a parent fails to arrive and all contact details have been exhausted City MASH will be informed.

Staff, as carers, must always remain calm as to not distress the child concerned.

Under no circumstances should a child be allowed to depart from the school unless it is with a previously identified or authorised person.

After school clubs

Lists of children attending clubs will be held by the office and club leader.

TAs will supervise collection of children and escort them to their club and pass them over to the club leader.

All children attending school clubs must have written consent from a parent/carer for the child to stay. Club leaders will collect a pack from the office containing all contact details each time they take a club. They will return this pack when they have dismissed all the children.

The parent must also agree to the conditions for collection for health and safety reasons. The parent should have been informed of the finishing time and the club leader should have arrangements in place so that they know how each child is to get home safely. All children are dismissed from clubs via the Glapton Lane Nursery Pedestrian Gate.

Please note that early collection from clubs cannot be facilitated so if your child can not stay for the whole session they should miss that session.

When arrangements change for extra-curricular activities (e.g. due to the illness of the staff member running it), parents and carers **will** be informed as this may affect arrangements for collection at the end of the day. This will be done by letter or text.

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 an outside provider, members of office staff will always be on site. Parents need to inform school if a child is not able to attend the club they have signed up for as registers are taken and the child's absence will need to be questioned.

Dropping off & Collection via Glapton Lane Nursery Pedestrian Gate.

Children will be dismissed to you as their parent or carer and they then become your responsibility but must adhere to school safety guidance. They will be making their way near to the staff car-park. Children still need to learn behaviours that will support them to 'stay safe'. This guidance applies to toddlers accompanying parent/carers too.

- Do not allow children to run on the car-park.
- Do not allow children near staff or visitor vehicles.
- Do not allow children on grass areas or pathways adjacent to the school offices, hall or kitchens.
- Never allow children to clamber or climb on the railings or enter store cupboards.
- Do not allow children onto the area where bins are stored.

Taxi Collection

On some occasions a child may be collected by taxi. They will be escorted by a member of staff to the office or directly to the taxi driver via the main school reception. All necessary paperwork will be held in the office.

Siblings

Our school site is very open at collection time and the risk of an unaccompanied child leaving the site unnoticed is recognised. Teachers need to be aware which of their children have siblings and in which class. The older sibling (unless they have permission to walk home unescorted) should be held on to until the parent/carer has collected the younger sibling.

Stray Children

All staff have safeguarding responsibilities towards all children, not just their assigned class or group. If a member of staff comes across an unaccompanied child within the building or outside the child should be asked whether they have already been collected and where their adult is. The child should be taken to the adult or returned to the class teacher or office staff (who will then follow procedures for late collection).

Collection for Appointments during the School Day

School should be informed in writing if a child has a medical or other authorised appointment to attend. This can be by a letter in the book bag or by providing a copy of an appointment card.

Teachers will then make arrangements for the child to be ready for collection.

Parents/carers should report to the office to collect their child. Please allow enough time for the office to notify the class teacher and your child to be dismissed and signed out at reception.

Separated Parents

Please note that staff cannot prevent a separated parent from collecting their child unless there is a court order in the school's possession preventing that parent from having access to the child.

If school is unaware of arrangements and the collection by a separated parent is unusual and during the school day we will inform the prime carer that the other parent is here to collect their child.

At any time if a child is anxious and was also unaware of the arrangement school will make contact with the prime carer before letting the child go.

Supply Teachers

We have our own cover teachers who are all aware of school procedures. On rare occasions if we do use a new supply teacher they will be issued with this guidance and a TA will be enlisted to support dismissal.

September 2023

Permission for My Child to Arrive at School Unaccompanied

Child's name

Child's class

I request permission for my child to arrive at school unaccompanied. I understand that staff will not be available for supervision until 8.40am.

Name

Relationship to child

Signature

Date

Permission for My Child to Leave School at the End of the School Day Unaccompanied

Child's name

Child's class

I request permission for my child to leave school unaccompanied. I understand that staff will only be available for supervision until 3.25pm.

Name

Relationship to child

Signature

Date

Additional Collection Arrangements.

I give permission for the following Adult to collect my child on a regular basis. This is in addition to adults named as contacts for my child.

Child's Name

Class

Additional Adult's Full Name

Day/s to be collected (Please circle)

Monday Tuesday Wednesday Thursday Friday

Reason for collection

This arrangement will commence on (date)

This arrangement will cease on (date)

Your full name

Relationship to child

Signature

Date