



Eastfield School

Arrival and Collection of Children Policy

Other related academy policies that support this Arrival and Collection of Children policy include the Child Protection policy, Attendance Policy and Medical Policy

Dated issued: July 2017

Ratified by Governing Body on: July 2017

Review Date: July 2017

Procedures for the Arrival and collection of children

Our school 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.

Early Years 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 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 either by contacting the school office, or writing to the class teacher in the home/school link book. In cases where the new "collector" is unknown to the school, the school will ask for introduction to the new "collector" to ensure they know by sight who is collecting their child. (It is the parents/carers/legal guardians responsibility to ensure the school knows who will be picking up their child.) **If this is not possible the unknown collector must provide the school with the child's chosen password (found on SIMS) and their date of birth.**

3. If anyone other than 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 or legal guardians so the school is fully informed. The school may request a photograph of this person.

5. If in an emergency, a parent phones and asks for an unauthorised collector to collect the child that day, the school will ask the parent the child's date

of birth and password. They will then ask the collector for the child's date of birth and password as a security measure. If the collector is unknown to the school, the collector will be required to pick the child up from the school office.

6. It is the parents/carers/legal guardian's responsibility to ensure the safe collection of their children (at 3.10, 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 Early Years 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, the school will contact Social Services to inform them we have an uncollected child on the premises. If a 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 the child is not present at school.

The start/end of the school day for **Early Years and Key Stage One** is as follows:

Arrival/Departure times Early Years and Key stage One

Doors are open at 8.45am - the children need to be in class for registration by 8.55am - all teachers are in their areas ready to receive children 10 minutes before the start of the school day. The school day officially ends at 3.10pm and staff are on duty until 3.25pm

Key stage Two

By the time the children move to Key Stage Two the school encourages the children to be independent in terms of arrival and collection from school.

This arrangement is also in place to support our working parents/carers/legal guardians and those who wish their children to walk home unaccompanied.

Years Three and Four (transition from procedures in Key Stage 1 to Key Stage two.)

1. The children are seen off the premises at the end of the school day (3.10pm) 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 we are unable to make contact with the authorised "collector"/ legal guardians after half an hour we will contact Social Services to inform them we have an uncollected child on the premises.
2. If in an emergency, a parent phones and asks for an unauthorised collector to collect their child that day, the school will ask the parent the child's date of birth **and or password**. In the case where the "collector" is unknown to the school and child the school will ask that the child is picked up from the school office and the appropriate security question will be asked.
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.
4. In the case of school sporting events / visits etc it is parents/carers/legal guardians responsibility to inform the school who will be picking up their child if it is someone other than the authorised collector.

5. In some cases parents/carers/guardians have made the choice for their children to walk home by themselves at this stage of their school life. This is of course the parents/carers/legal guardians prerogative, but the school must be informed of this choice so records are up to date.

Years four / five and six

1. A number of the children in these age groups elect to walk home with their friends and parents/carers/guardians have given permission for this to take place. Again the school must be kept up to date with this information and parents need to understand that they are then responsible for the safe departure of the children from school in this situation. However, every attempt is made to work with parents for the safe collection of their children after school and the same procedures apply as above in all cases of an uncollected child or change of authorised collector, if those procedures are still in place at the request of parents/carers/legal guardians.

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.

Arrival/Departure times Key Stage Two

8.45am - the children need to be in class for registration at 8.55am - members of staff are on duty from 8.45am and ready to receive children in their class areas at that time. The school day officially ends at 3.10pm. Staff are on duty until 3.25pm.

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 arrival, collection or other procedures.