

# **ST ANDREW'S METHODIST PRIMARY SCHOOL**



## **Safe Arrival and Collection of Children Policy**

Reviewed May 2023

Headteacher

Date:

Chair Of Governing Board

Date:

Date of Next Review May 2025

This policy has been scrutinized to ensure it meets the requirements of the single equality duties. The school will make every reasonable adjustment to comply with the duties and actively avoid discrimination.

## **Statement of Intent**

Our children's safety is of paramount importance to us all. Our Christian vision, '**Striving for excellence, together as one with God**' and its associated values underpin our commitment to the protection and safety of our pupils. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. In the event that a child is not delivered safely, or collected by, an authorised person at the beginning and end of the school day, the school puts into practice agreed procedures.

## **Aim**

The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children arriving at and leaving the school premises.

The school day starts at 8.50am for Reception-Year 6 and at 9am for Nursery. The beginning of the school day is a busy time, and our aim is to ensure all children arrive promptly and safely.

Likewise, the end of the school day is equally busy, and our aim is to ensure children are dismissed carefully under supervision, collected on time and arrive home safely.

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

## **The Authorised Adult**

The Authorised Adult should be a responsible person aged 16 years or over. The person may be a;

- Parent/Carer
- Family member
- Child minder
- Neighbour
- Someone over the age of 16 who has the parent/carers written permission to collect the child from school.

NB: If there is a change to the regular authorised adult, for any reason, please notify the staff by informing them as soon as possible either at the door in the morning or via a phone call to the school office.

Infant children (those in Nursery, Reception, Y1 and Y2) should NOT be collected by other brothers or sisters in school. They should be collected by an authorised adult. Teachers have been asked NOT to release infant children to siblings from Key Stage Two but to ask the office to contact parents/carers to ensure they are collected by an authorised adult.

If children are to be collected by a brother or sister who attends High School, and is over the age of **14**, written permission from the parent/carers should be given prior to the collection.

## **Methods**

Parents/carers of children starting our school are asked to provide specific information which is kept in our data file in the office including:

\* Home address and telephone number of parents/ carers

- \* Place of work, and telephone number (if applicable)
- \* Mobile telephone number (if applicable)
- \* Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. childminder, relative
- \* Information about any person who has been denied legal access to the child
- \* Information about who has primary responsibility for the child

If there are any changes to any of the above we ask that the school office is notified immediately.

When there is a change to the end of the day arrangements we ask that parents inform either the school office or the class teacher.

## **Safe Arrival**

### **Infants and Lower key stage 2 children**

Infant and Lower Key Stage 2 (up to and including Year 4) children should be brought to school, and supervised before school starts, by an authorised adult. Children should not be dropped off at the gate and left unsupervised in the playground. Brothers or sisters in school should NOT be supervising Infant and Year 3 and 4 pupils. School staff are not present in the playground before 8:45am.

### **Year 5 and 6**

Parents/Carers of children in Year 5 and 6 may wish their child to travel to school alone, or with a friend. This is at the parents/carers discretion. However, should any individual incidents of poor behaviour arise, we may insist that they also are accompanied by a responsible adult until 8.50am.

### **Safe Collection**

School finishes at **3.15pm** for Nursery children and **3.20pm** for all other year groups. The children in Nursery and Reception Classes wait inside the building (in Nursery) and are handed over individually to their authorised adult.

Children in Year One and Year Two are taken out via the infant doors and handed over to their authorised adults. Children at KS2 (Years 3, 4, 5 & 6) are taken to the lower and upper KS2 cloakroom doors to meet their authorised adults.

Once a child has been handed over to a responsible adult, they are no longer the responsibility of the school. We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

There have been incidents in the past where children have been safely handed over to parents or carers, for the child to then become separated from the adults, causing great alarm to everyone.

### **Years 5 and 6**

Parents/Carers of children in Years 5 and 6 may understandably wish to encourage independence prior to their children going to High School and allow their child to travel home alone, or with a friend. Should this be the case we ask that the class teacher, or office staff, be informed, preferably in writing to avoid any confusion.

### **When Children Are Not Collected**

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon as possible to notify us that you may be late. If we receive no such message, the following procedure would be followed;

1. The child should remain with their teacher until their adult arrives.

2. If their adult is late, they should return into the building with their teacher and wait outside the office while the staff try to contact them.
3. We inform parents that if children are not collected at the end of the day we follow the following procedures:
  - Messages are checked to see if there are any changes to the end of day arrangements
  - Parents/ carers are contacted at home or work. (If you do not want a family member to collect your child please contact the school office, in order that this can be marked on your child's records)
  - If this is unsuccessful other authorised adults are contacted.
  - In the meantime the child will wait in the main entrance corridor under adult supervision

**Where NO authorised adult can be contacted.**

4. If the child has not been collected after one hour, (4.20pm) and no contact has been made or arrangements agreed we will follow our Child Protection Procedures and contact the Local Safeguarding Team at the Civic Centre in Swinton.
5. The safeguarding team will aim to locate the parent/carer or relative. If they are unable to do so the child may be placed into the care of the Local Authority.
6. The school will deliver a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child.
7. A full report of the incident will be written and placed in the child's school file.

**Following a Late Collection**

- All late collected children will be recorded and this information will be passed on to the school's Family Support Worker for further investigation.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents.
- Where there is no improvement in late collection a second letter will be sent and a referral made to the Educational Welfare Officer.
- Where children are collected more than 15 minutes late from an after school club (e.g. football) on 2 occasions they may lose their place at that club.

**This policy will apply to all children within our school.**