

LGCS Policy	Procedure for arrival and collection of pupils					
Approved by	LAC	Issue Date	Mar 20	Review Date	Mar 22	
Audience	Trustees		Staff	✓	Pupils	✓
	Local Academy Council	✓	Parents	✓	General Public	✓

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.

### General Procedures

- 1) CHILDREN ARE NOT ALLOWED OFF THE PREMISES WITH ANYONE OTHER THAN AUTHORISED COLLECTORS i.e. THEIR PARENTS/CARERS OR LEGAL GUARDIANS OR THOSE ADULTS SPECIFIED BY PARENTS/CARERS OR LEGAL GUARDIANS.
- 2) Parents must name the authorised collectors of their child before the child starts school. These are identified on the SIMS database. If there are any changes to these arrangements, parents need to inform the school immediately either by contacting the school office, leaving a message at the school gate, or writing to the class teacher in the reading diary or on Class Dojo. In cases where the new “collector” is unknown to the school, the school will ask for a password or 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.)
- 3) If anyone other than authorised collector is, collecting permission must be given by the methods 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 will 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 also ask the collector 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 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 Foundation Key stage 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.
- 8) 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 your child is not present at school.

### Specific Procedures for Pre-School, Nursery, and Reception

The start/end of the school day for Foundation Key stage is as follows:

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 3.30pm for Saplings and Nursery, 3:15pm for Reception. Staff are on duty until 3.45pm

#### Pre School (Start and end of session)

1. Two adults will remain at the door through which children enter and exit school for the duration of the signing in and out period.
2. One adult will be responsible for signing the children in and out
3. One adult will be responsible for taking any messages
4. All other adults will be responsible for supervising the children

#### Nursery

##### Start of a session

Children will be met at the Nursery gate by two adults. One adult will take messages, and the other will direct the children. All other adults will be responsible for supervising the children

##### End of a Session

1. A member of school staff is responsible for signing the children out at the gate.
2. All other adults will supervise the children
3. Children will remain seated on the bench by the inside/ outside area of reception until they are escorted to the gate by a member of staff when their name is called

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- Children will only be released when the adult collecting the child has signed
- Any parent wishing to pass on messages will be asked to wait until all of the children have been dismissed. This ensures privacy and the health and safety of the children.

## **Reception**

### **Start of a session**

Children will be met at the Reception gate by two adults and shown where to go. One adult will take messages, and the other will direct the children. All other adults will be responsible for supervising the children

### **End of a Session**

- Children line up in the indoor/ outdoor area behind a designated point
- A designated member of staff will stand at the gate for each class.
- All other adults will supervise the children
- Children will approach the gate one at a time
- They will only be released to their collector once contact has been made. This contact may be visual or verbal.
- Any parent wishing to pass on messages will be asked to wait until all of the children have been dismissed. This ensures privacy and the health and safety of the children.

## **Years 1 and 2**

### **Start of the School Day**

Children will be welcomed into school by two adults One adult will direct the children; the other will take and pass on any messages.

### **End of the School Day**

- The children are seen off the premises at the end of the school day by their class teachers or member of staff responsible for them.
- Children will only be released to the collector once contact has been made. This contact may be visual or verbal.

## **Key Stage 2**

By the time, the children move to Key Stage Two, the school encourage 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. Children are therefore allowed to walk home independently providing the school is informed in writing. When children are still collected from school procedures identified in the Procedures EYFS and KS1 must be followed at all times.

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.

### **Start of the School Day**

Children will be welcomed at the school gate by two adults. One adult will direct the children; the other will take and pass on any messages from.

### **End of the School Day**

- Any child, who has received written permission to walk home independently by a parent/ carer or legal guardian, will be escorted to the gate from their classroom by the adult responsible for the class. They will then be allowed to leave school
- If a child is collected, the same procedures for Key Stage 1 are to be followed.

## **Saplings-Before and After School Club**

### **Start of Before School Club**

- Children are dropped off at the entrance to the hall by an adult
- Staff member collects all children from the door
- Staff record what time the children arrive in school on the signing in list

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- 4) Children are taken to breakfast club at the allocated time and leave for class from there. School procedures for escorting children around school are then followed.

#### After School Club

1. Children are taken by a staff member to the hall at the beginning of after school club
2. Children are then signed in by a member of the after school club staff. Parents/Carers/ Legal Guardians of any missing children are then contacted immediately
3. All children must be collected and signed out by Parent/ Carers/ Legal Guardians. A password is required if the adult collecting isn't familiar

#### Late/ Uncollected Child

The school takes persistent lateness in collecting a child very seriously. In extreme cases, it can be considered as abandonment or neglect of the child, although we understand that occasionally delays are unavoidable.

In the event of a child not being collected, the following procedures will be applied.

1. After 10 minutes, the school will make every effort to contact the child's parents/carers.
2. After 15 minutes, if no contact is made, the school will try to get in touch with an alternative emergency contact number, who is authorised by the child's parents to collect them on their behalf.
3. After 20 minutes if no contact can be made on any numbers advice will be sought from head teacher, social services, police, and OFSTED. Further action taken will be dependent upon advice.
4. Letters will be sent home to parents / carers and the school's communication log will be completed by all staff involved (including outcome) and filed under uncollected child in a locked cabinet and on Sims.
5. Late collection log sheet and Communication Log must to be completed.

Please note:

The uncollected child is to be kept in school and supervised by a member of staff until an appropriate adult collects the child.

Appendix 1 Sample letter for use when a child is collected late from school
Appendix 2 Sample letter for use when a child is not collected from school
Appendix 3 Late collection form to log late collections