

LGCS Policy	Procedure for arrival and collection of pupils					
Approved by	LAC	Issue Date	Apr 22	Review Date	Apr 25	
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 Bromcom 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 the 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 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 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 for 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 providing 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, the class teacher or member of staff in charge of the child 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 their child is not present at school.

Specific Procedures

Pre-school

Start of the session

- Two members of staff will go and collect the before children from the hall and let the adult at the gate/door know who they are so they can be signed in.
- Two adults will open the gate/door and sign children in once they are handed over by their parents and enter through the gate/door.
- Children will go through the glass door by the entrance gate where they will be greeted by a preschool member of staff.
- One member of staff will stand in between the glass door entrance to ensure children enter the school to the corridor and do not exit the school.
- All other preschool staff will distribute themselves evenly down the corridor; ensuring one member of staff is at the end of the line.

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- Staff will make a decision to take groups of children up the stairs, staying in ratio to reduce risk of large numbers of children waiting in the corridor.
- Any parent wishing to pass on messages will be asked to wait until all of the children have entered. This ensures privacy and the health and safety of the children.

End of the day (lunchtime or full-day session)

- Before going downstairs, adults will discuss their role for dismissal and have read the policy.

-Two adults at the gate/door.

-One adult stood in between the door and the children sitting against the wall.

-One adult at the end of the line towards the door at the bottom of the stairs.

If there are additional adults, due to ratios, they should space themselves equally between the beginning and end of the line of children.

- All children are to remain seated until their name is called.
- Only the member of staff at the gate/door will look for parents and call the children when they are ready to receive them.
- The staff member standing by the door will not let any child through the door without passing over to the adult at the gate/door, whether their name has been called or not.
- Staff inside with children should be concentrating on keeping the children calm and safe and not looking for parents. Eyes are always on the children.
- If under any circumstances the staff member on the door has to step away, they will close the door so no child/children can exit.
- As children are released, adults at the end of the line should support the children in moving down to reduce the line size.
- 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.

Dismissal during the day

When a parent arrives at the office to collect their child, the office will either phone or teams call the relevant room. A member of staff from that room will then bring the child to the front entrance to complete a handover with the parent.

Nursery

Start of a session

- Children will be met at their Nursery entrance doors by one adult.
- Any parent wishing to pass on messages will be asked to wait until all of the children have entered. This ensures privacy and the health and safety of the children.
- All other adults will be responsible for supervising the children in the setting, settling them in and ensuring that they stay away from the door.

Lunchtime and end of a morning session/start of afternoon session (12 pm)

- All children staying for a full day will leave the lunch hall at the same time with the three adults counted in ratio.

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- During this time, one adult will get the children going home ready whilst another adult will check pull-ups and change if necessary.
- At 12 pm, all the children that are going home will remain seated on the carpet area being supervised by a member of staff.
- One member of staff from the nursery will open the external gate and remain there until all the children have been collected or dropped off before locking the gate.
- One member of school staff will call each child's name once the parent has approached the Nursery entrance door.
- Children will only be released when the adult collecting the child has signed the collection form.
- 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.
- Afternoon children will be met at their Nursery entrance doors by one adult.
- Any parent wishing to pass on messages will be asked to wait until all of the children have entered. This ensures privacy and the health and safety of the children.
- At 12.15 pm the children, who are staying all day, will leave the dining hall and return to the nursery classrooms counted in ratio. Children will put lunch bags away and have a 10-minute big board time. The afternoon children will then join the rest of the children.
- During this time, one adult will check pull-ups and change if necessary and the other adults will supervise on the carpet.

Nursery end of full-day session

- All children will remain seated on the carpet area being supervised by a member of staff.
- A member of school staff will stand at the door and call each child's name once the parent has approached the Nursery entrance door.
- 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.

Dismissal during the day

When a parent arrives at the office to collect their child, the office will either phone or teams call the relevant room. A member of staff from that room will then bring the child to the front entrance to complete a handover with the parent.

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 in the classroom.

End of a Session

- Children stay seated in the undercover area ready for dismissal.
- A designated member of staff will stand at the gate for each class.
- All other adults (at least one per class) will supervise the children.
- Children will be called to the gate one at a time.
- They will only be released to their collector once contact has been made between the parent and staff member. 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.

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Years 1 and 2

Start of the School Day (Years 1-2)

Children will be welcomed into school by one adult at the main school gate who will direct the children. In addition, an adult from each year group will be at the gate or door for the year group to take and pass on any messages to class teachers.

End of the School Day (Years 1-2)

The children are collected from their classrooms or a designated collection point at the end of the school. They are supervised by their class teachers or members 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.

Years 3-6

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 in years 3-6 are therefore allowed to walk home independently providing the school is informed in writing. Children in years 3- 6 are not allowed to take younger siblings off-site, even if this is requested by a parent.

Start of the School Day (Years 3-6)

Children will be welcomed into school by one adult at the main school gate who will direct the children. In addition, an adult from each year group will be at the gate or door for the year group to take and pass on any messages to class teachers.

End of the School Day (Years 3-6)

Any child, who has received written permission to walk home independently by a parent/ carer or legal guardian, will be allowed to leave from their classroom dismissal point.

If a child is collected, the same procedures for Years 1 and 2 are to be followed.

External Gates

- One member of staff (for each gate) will be responsible for opening the external gates to the school and remaining there until all children have been collected at the start and end of the school day.
- Any child not accompanied by an adult will be stopped at the gate by the adult unless they have received permission to walk home.

Saplings-Before and After School Club

Start of Before School Club

- Children are dropped off at the entrance to the hall by an adult.
- A staff member collects all children from the door.
- A staff member ticks the attendance sheet to indicate that the child is in school.
- Children are taken to breakfast club at the allocated time and leave for class from there.
- Staff tick when the child has had breakfast.
- School procedures for escorting children around school are then followed.

After School Club

- Children in Y3-6 are taken, by a staff member, to the hall at the beginning of after school club.

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- Children in Preschool-Year 2 are taken, by a staff member, to the nursery building at the beginning of after school club.
- On arrival, children are signed in by a member of the after-school club staff.
- Parents/Carers/ Legal Guardians of any missing children are contacted immediately.
- All children must be collected by a parent/legal guardian.
- A member of the after-school club records on the attendance sheet who has collected the child.
- A password is required if the adult collecting is not familiar to staff.

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 the 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 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