

Policy and Procedure: Arrivals and Collection of Children

Date of Board Approval: April 2018

Review date: February 2019



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.

Foundation Stage/Key Stage 1/Key Stage 2

Doors are open at 8.50am – 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 and staff are on duty until 4.00pm.

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).

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 by contacting the school office. In cases where the new “collector” is unknown to the school, the school will ask for a photograph or introduction to the new “collector” to ensure they know by sight who is collecting their child. (It is the parents/carers/legal guardian’s responsibility to ensure the school knows who will be picking up their child).

If anyone other than an 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.

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.

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 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.

It is the parents/carers/legal guardian’s responsibility to ensure the safe collection of their children (at 3.30pm 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 the class teacher will contact parents.

If nobody 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. At no point during this process should the child be left alone.

If a child is absent from school parents/carers/legal guardians are required to inform the school by 9.15am on the first day of absence so that the school is fully informed as to why the child is not present at school. The school will phone parents/carers/legal guardians if a child is not at school by 9.15am for verification of reason for absence.

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.