



# St Michael and St John's RC Primary School Primary School

## Arrival and collection of children policy

Following the example of Jesus, together we learn, love and respect one another to be the best we can be.

St Michael and St John's RC Primary 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. The purpose of this policy is to ensure that safeguarding procedures for the arrival and collection of children are robust, communicated well to parents/carers and adhered to by staff. This policy has been agreed by staff and governors and will be reviewed annually.

### **Arrival of Children**

Children should be accompanied by a responsible adult unless permission has been given for them to come alone.

\*All children can arrive between 8.45 am and 8.55 am, a member of staff will be on duty to welcome the children. We do not expect children to arrive before this time unless they are accompanied by an adult who remains with them until 8.45am

\*There is opportunity for your child to attend Sunflowers before school club, which is independent from the school but in the cabin on the school grounds. This starts at 7.30am to 8.55 am at a cost of £5.00 per session.

\*Children remain the responsibility of their parents/carers until 8.45am.

\* On days of heavy rain children may wait in their classrooms from 8.45am onwards with a member of staff.

\* Children can be left alone from 8.45am when they will be supervised by a member of staff, the bell will ring/whistle will be blown at 8.53am and the children will line up. The teacher will then collect each class from the playground.

### **Collection of children**

#### **Foundation Stage**

Children are dismissed by the class teacher at the end of the day directly to a known adult through the dining room doors. The children must be taken home by a grown-up and are not allowed to walk home on their own. For safety reasons we also do not allow Key Stage 2 children to collect Foundation Stage or Key Stage 1 children and walk them home. If you are unable to come yourself please arrange for another responsible adult to collect your child(ren). If this person is not known to staff, please telephone the school office.

Please stress to your child that they must always wait with their teacher until their grown up arrives to collect them. The children must be taken home by a grown-up and are not allowed to walk home on their own. For safety reasons we also do not allow Key Stage 2 children to collect Foundation Stage or Key Stage 1 children and walk them home. If you are unable to come yourself please arrange for another responsible adult to collect your child(ren).

#### **Key Stage 1 and Key Stage 2 children**

Key Stage 1 and 2 children are dismissed by their teacher at the end of the day and are escorted from their classrooms to the playground and handed over to a known adult. By prior arrangement year 5 and 6 children may be allowed to walk home by themselves, but we would ask you to communicate this with the class teacher at the start of every school year. For children younger than this, requests must be put in writing and permission should be received.

In order to increase security, we have a password system for collection of a child if it is another person other than 'usual' parent/carer picking up. If a person arrives to collect a child and cannot remember the password, we will ring prime contact/parent and get some more information. In the event of a person collecting the child other than main parent/carer, If they do not have the password we will not let the child go and we will inform parent/carer by phone to authorise the collection and description of person collecting of their child will be needed.

In an emergency if a parent was to ring and inform us that a neighbour or friend was to collect and we would ask the parent over phone for authorisation and the password and a few security questions. It is the parent's responsibility as to the wellbeing of their own child on leaving the school, as once out of the premises they are no longer in our care.

### **Delayed collection**

All children should be collected at the end of school (3.30pm) unless they are attending an after school club. Parents are to notify the school immediately should, due to unforeseen circumstances, the arrangements for collections change or if they are delayed.

Any child not collected by 3:40pm (10 mins after the end of school) will be brought back into school and will wait in the main reception area. A member of staff will ring contact numbers to try to reach a responsible adult to collect the child. This will be logged as a late collection and if persistent then the head teacher may request to meet with parents.

If the parent/named contact cannot be contacted then the member of staff will inform the Head teacher who will follow this up as appropriate. We will as carers, always remain calm as to not alert the child concerned.

Under no circumstances will a child be allowed to depart from the school unless it is with a previously identified authorised person.

### **After school clubs**

Members of staff in charge of an after school activity should obtain written consent from a parent for the child to stay. The parent should have been informed of the finishing time (clubs last for one hour unless otherwise stated) and where to collect the child from at the end of the club. The member of staff should have arrangements in place so that they know how each child is to get home safely. When arrangements change for extra-curricular activities (e.g. due to the illness of the staff member running it), parents and carers **must** be informed, as this may affect arrangements for collection at the end of the day. This should be done by letter, email or text **no later than the day before the event**. If the changes are due to a last minute emergency and this is not possible then the DHT or HT **MUST** be informed.

If any extra-curricular activity is run by non-staff, a named member of staff should stay until all children have been collected. Parents need to inform school if a child is not able to attend the club they have signed up for as registers are taken.

There is opportunity for your child to attend Sunflowers after school club, which is independent from the school but in the cabin on the school grounds. This starts at 3.30pm to 6.30pm at a cost of £8.00 per session. They also offer one hour of childcare from 3.30pm to 4.30pm at a

cost of £5.00 per session. For more information, please contact them directly or through the school.

**Collection of Children During the School Day**

If at any time children need to be collected during the day parents/carers should where possible inform the school in writing prior to the day. Where this is not possible, the parent/carer should report to the office initially where the class teacher will be notified.

Staff cannot prevent a separated parent from collecting their child unless there is a court order in the school's possession preventing that parent from having access to the child.

Date of review – Jan 2019

Next Review Jan 2022

Mrs Z Mabbott  
Headteacher

Mr M Evans  
Chair of Governors