



St Mary Queen of Martyrs VC Academy

## Arrival and Collection Policy



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**Produced by:** St Cuthbert's Multi Academy Trust

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Other related academy policies that support this Arrival & Collection policy include:-  
Attendance, Behaviour, Child Protection, Complaints, Data Protection, Looked After  
Children, PSHE & Supporting Children with Medical Needs

## Policy for the arrival and collection of children

At St Mary Queen of Martyrs VC Academy, we do not discriminate against any child or adult on the grounds of race, disability, gender, age, gender reassignment, pregnancy, maternity, religion or belief, sex, or sexual orientation. We embrace the individuality of all our community members and comply fully with the Equality Act 2010.

### **Introduction**

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.

Regular, punctual attendance at school is crucial if children are to achieve their full potential. Both school and parents/carers have a responsibility to ensure that children arrive at school on time and are collected promptly at the end of the school day.

It is the responsibility of staff to ensure that an accurate record is kept of all children in school, and that any arrival or departure to and from the premises is recorded in a separate register held at the front office. Parents must sign when children are taken from the premises earlier than the usual sessions. Similarly, when a child arrives late, parents must report to the front office.

### **Aims**

The aim of this policy is to clarify our arrangements for the arrival and dismissal of children at the beginning and end of the school day, including arrangements for the late collection of children in the case of emergency. This will provide clear guidelines in order to:

- Keep all pupils safe
- Ensure that all members of the school are aware of the correct procedures for the beginning to the end of the school day
- Highlight the importance of parents/carers maintaining clear lines of communication and up to date contact details with school.

### **Arrivals**

At least 1 member of staff will be on duty in the playground during the opening times for arriving in the school at 8.40am – 8.50am each day. We do offer a Breakfast Club, which starts at 8:00 am. Children should be dropped off and signed in via the breakfast club entrance. There is a charge for this club.

**PLEASE NOTE** – We cannot guarantee children will be adequately supervised either before the start of Breakfast Club or before 8:00 am each day. Any child persistently arriving in advance of either of these start times may lead to advice being sought from Children's Social Care. <sup>[1]</sup><sub>[SEP]</sub>

Staff are not normally available before school starts, therefore, if a parents/carer would like to speak to a member of staff, they should make an appointment at the office. <sup>[1]</sup><sub>[SEP]</sub>

Teaching staff will be available in classrooms to greet the children and ensure a good start to the day. Registration is from 8:40 am until 8:55 am. Any children arriving after this time will be marked as late and may need to report to the front office for their mark.

### **Start and end times**

Doors are open at 8:40 am – the children need to be in class for registration by 8:50 am – 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 3:00 pm and staff are usually on duty until 3:15 pm.

### **First day absence**

If your child is absent from school parents/carers 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. If notification is not received, our Attendance Officer or a member of staff will endeavour to contact parents/carers to find out why their child is not in school.

### **Arriving/Departing During the Academy Day**

#### **Late arrivals or early departures**

Any children arriving at school once the gates are locked must enter through the main reception to ensure that their arrival has been recorded by office staff. Parents/carers must always enter the school via reception during the school day. If a child is to be collected early from the school, the parent/carer must report to the school office and the child will be called for. Details of the child's departure will be recorded by office staff.

### **Departures**

#### **Foundation and Key Stage One**

UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED OFF THE PREMISES WITH ANYONE OTHER THAN AUTHORISED COLLECTORS i.e. THOSE SPECIFIED BY PARENTS/CARERS.

Staff will escort their own class out of the school every night and be on duty.

We request that parents/carers wait in the designated areas whilst the member of staff individually dismiss their children. We ask that any parent/carer wishing to speak to a member of staff at the end of the school day waits until all children have been dismissed from their respective areas.

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 either by contacting the school office or writing to the class teacher. In cases where the new "collector" is unknown to the school, the school will ask for introduction to the new "collector" to ensure they know by sight who is collecting their child. (It is the parents/carers' responsibility to ensure the school knows who will be picking up their child.)

If anyone other than the authorised collector is collecting permission must be given by the method stated above. This includes children being taken to parties by other children's parents etc...

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 evidence or a copy of the court must be provided to the school by the parents/carers, so the school is fully informed. The school may 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 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.

It is the parents/carers responsibility to ensure the safe collection of their children at 3:00 pm or at the end of 'After School Clubs' 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 or Key Stage One, the class teacher or member of staff in charge of the children is to investigate immediately including phoning all emergency contacts.

All children not collected within 10 minutes are brought into school where it is safe and warm. 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 or after school club, the school may contact Children's Social Care to inform them we have an uncollected child on the premises.

### **Years Three and Four (transition from procedures in Key Stage One to Key Stage Two)**

The children are seen off at the end of the school day at (3:00 pm) by their class teachers or member of staff responsible for them. The children are released with the knowledge that if there is no known adult waiting to collect them, they are to return back to the class teacher or member of staff team responsible for them, where there will be members of staff available to support them. At this point the school will make every attempt to contact the legal guardian/s of the children in order to facilitate safe

collection for example phoning emergency contacts. During that time the children will be under the supervision of school staff and therefore safe. If we are unable to make contact with the authorised "collector" after half an hour we may contact Children's Social Care to inform them we have an uncollected child on the premises.

If in an emergency, a parent phones and asks for an unauthorised collector to collect their child that day, the school will ask the parent the child's date of birth. In the case where the "collector" is unknown to the school and child the school will ask that the child is picked up from the school office and the appropriate security question will be asked.

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 evidence or a copy of the court order must be provided, to the school, by the parents/carers, so that the school is fully informed. The school may request a photograph of this person.

In the case of school sporting events / visits etc it is parents/carers responsibility to inform the school who will be picking up their child if it is someone other than the authorised collector.

### **Years Five and Six**

A number of the children in these age groups elect to walk home with their friends and parents/carers have given permission for this to take place. Again, the school must be kept up to date with this information and 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.

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 to keep the school informed of any changes to arrival, collection or other procedures.

### **Our Safeguarding Duty**

Staff need to be aware of factors which can compromise a parent/carer's ability to offer safe care to their child. The use of drugs/alcohol or the presence of mental health difficulties does not in itself necessarily mean that the parents/carers are uncaring, incompetent or unable to offer safe care to

their child/ren. However, if the extent of a parent's own needs mean that they cannot keep the child safe from harm, then a safeguarding referral to Children's Social Care may be required.

If an adult with parental responsibility presents at school and staff are concerned that their presentation suggests they are unable to offer safe care, steps must be taken to clarify the situation and assess the risk to the child, bearing in mind both staff safety and the safety of the children in the building.

Staff will need to consider:

- How is the adult presenting? Are they staggering or incoherent?
- Do the adult's needs compromise their ability to meet the child's basic physical and psychological needs?
- How do they intend to get home? Are they driving and are they fit to do so?
- Can the adult identify another Parent or supportive adult to be with them and the child?

If staff are concerned for the adult's ability to care for the child based on the factors above, then the Designated Safeguarding Lead will seek advice from Children's Social Care and will aim to retain care of the child until advice has been received. If there is risk from dangerous behaviour, then an emergency call (999) will be made to the Police.

#### **Persistent Late Collection**

If parents/carers are regularly late collecting their children from school, the Attendance Officer or Designated Safeguarding Lead will make contact to discuss the matter further. If no improvements are made, advice may be sought from Children's Social Care.

**Appendix 1**

The following people have my permission to pick up my child/children

....., in Class .....

Name:	Relationship to child

Please print name ..... Signed

..... Date .....

**Should any changes occur, please inform the School Office as soon as possible.**

Thank you

St Mary Queen of Martyrs VC Academy

**PARENT/CARER CONSENT FORM FOR CHILD/REN TO BE ALLOWED TO WALK HOME ALONE**

In order to ensure children's safety, only children in Years 5 and 6 are allowed to walk home on their own. To safeguard all young people in St Mary Queen of Martyrs VC Academy, if you wish to take responsibility for your child making their own way home from school then we will require written permission from a parent/carer confirming this arrangement. If you would like your child to walk home alone, please complete the details below: This form MUST be filled in and returned to the school office before children can walk home alone.

Child's Name: ..... Year: ..... /we consent to my/our child being allowed to walk home from school alone Signed:

..... Name: .....

Date: .....

**The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time.**