



Biddick Primary School Arrival, Departure and Uncollected Children Policy

September 2021

**Signed: Wendy Fowler
Viv Low**

**Headteacher
Chair of Governors**

Opening Statement

Here at Biddick Primary School all staff will give a warm and friendly welcome to each child on arrival and ensure they depart safely at the end of each session.

This policy is a part of the school policies for safeguarding children.

Admissions

It is the responsibility of staff to ensure that an accurate record is kept of all children in school for every day of attendance. Any arrival or departure to and from the premises outside normal start or close of day is recorded in a separate register held in the school office. Parents must sign when children are taken from the premises earlier than the usual school sessions and record a reason. Similarly, when a child arrives late, parents must sign the record held in the office (if in attendance with the child). The register will be kept in an accessible location in the office at all times.

Records of daily registers are kept by the school for the recommended years by the Local Authority.

Arrivals

All of the school gates will be open from 7.30am to allow for the arrival of staff and arrivals for Breakfast Club (opens at 8am) and will remain open for access until 9.10a.m. Children attending Breakfast club will be escorted in to the premises by a parent or authorised adult and will be signed in. At the end of Breakfast Club Foundation and Key stage 1 children will be escorted to their classrooms by staff.

The doors open for all children at 8.45a.m. – our children filter into school ready for an 8:55 a.m. start. Doors close at 8.55a.m. Any child arriving after this time must come through the main entrance and register with the office staff. Registers close at 9a.m. and are taken down to the school office.

Parents will be encouraged to come in to the foundation unit to foster relationships with staff and to share the experience with their child/ren.

At least 1 member of staff will be on duty in the Key Stage 1 and 2 playgrounds from 8.45 am until 8.55 am, when the school day starts. Staff will come out to greet the children at 8.45am. In this way information can be shared between home and school at the beginning of each day to ensure children's welfare is given high priority.

Any absences reported via phone or parents / siblings at the beginning of the school day will be recorded in a daily diary.

Any children not accounted for by 9.30am, office staff will endeavour to contact parents to ensure child is ill and unable to attend and has not "dawdled" on the way to school, ensuring parents and school know where children are at all times.

Looked after children (LAC) and children with CP plans or any other vulnerable children who are absent will be notified to the Head Teacher (or the Deputy Head Teacher in her absence) as a matter of priority.

The parent / carer of children attending other schools for alternative provision will be asked to notify us if the child is going to be absent as well as informing the alternative provider.

Children with patterns of late or non attendance will be monitored and concern procedures will be followed as seen in the school's attendance policy.

Departures

The school gates will be opened at 3pm. The nursery gate will be opened at 11.30a.m. for the end of morning sessions and 12.15a.m. for the beginning of the afternoon nursery session and again at 3.15p.m. at the end of afternoon sessions.

All children will be released to authorised adults only. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/ carer immediately and seek permission.

Nursery staff will release children to an authorised adult from the main nursery door.

Reception children and Key Stage 1 children will be released from their appropriate doors at the end of the school day to an authorised adult.

Lower Key Stage 2 children will be released to an authorised adult from their appropriate doors at the end of the school day.

Upper Key Stage 2 will be allowed to meet their adult on the playground, infant playground or immediately outside the school fence, but will be taught to return to the school if the person collecting them is not at the designated place. Some children may be allowed to walk home after discussion between school and parents / carers, based on an understanding of a child's age, maturity and previous experience. This agreement must be signed for at the beginning of the school year or at the time the arrangement is made (ie later in the year). The school reserves the right to refuse permission for a child to walk home alone depending upon the distance and any concerns the school may have at the time.

Older Siblings – We use the age of 14 as a guide for older siblings to pick up children in KS2. For younger children we will look at each case individually and decide whether this would be appropriate.

After School Clubs - all children must be collected and signed out by a parent / authorised adult.

Uncollected Children

If a parent / carer or authorised adult is more than 15 minutes late (and no contact has been made to inform school of the delay), the Head Teacher or other senior member of staff will be informed.

Staff will attempt to contact parent, carer or authorised adult, and use any other emergency contact details available, in order to try and ascertain the cause of the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.

While waiting to be collected, the child will be supervised by staff who will offer as much support and reassurance as is necessary.

If, after repeated attempts, no contact is made with the parent, carer or authorised adult, and it is 5pm, the Head Teacher / senior member of staff will call the local Children's Services department for advice.

In the event that responsibility for the child is passed over to a child protection agency, the Head Teacher / senior member of staff will attempt to leave a further telephone message with the parent / carer / authorised adults answer phone informing them of events. Furthermore, a note will be left on the main door of the school informing them of events, to reassure them that their child is safe and to instruct them to contact the local Children's services department.

Under no circumstances will a child be taken to the home of a member of staff, or away from the school premises, in the course of waiting for them to be collected at the end of a session.

Under no circumstances will a child be left in the care of another parent (unless authorised to do so by a parent / carer after contact has been made).

The child will remain in the care of the school until they are collected by the parent / carer or authorised adult, or alternatively placed in the care of Children's services.

Incidents of late collection will be recorded by the Head Teacher / senior member of staff and discussed with parents / carers at the earliest opportunity.

Conclusion

This policy is part of a series of policies to safeguard our children and should be read in conjunction with the following:

**Safeguarding policy
Anti - bullying policy
Behaviour policy**

**Persons responsible: Wendy Fowler (Head Teacher),
Gail Johnston (Deputy Head) and
Marie Booth (Sendco)**

