



Biddick Primary and Nursery School Arrival, Departure and Uncollected Children Policy

Opening Statement

Here at Biddick Primary and Nursery 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 our school's 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 the Office diary held in the school office. Similarly, when a child arrives late, this is recorded in the Office diary.

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

Arrivals

The main school gate will be open from 7.30 a.m. to allow for the arrival of staff and arrivals for Breakfast Club (opens at 8a.m.) and will remain open for access until the caretaker leaves at the end of the day. 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 Nursery gate will be opened for morning session at 8.30 a.m. and locked at 9.00 a.m. It will be opened again at 11.30 and locked again at 11.45 a.m. For afternoon session it will be opened at 12.15 p.m. and locked at 12.25. It will be opened again at 3.15 p.m.

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.

Staff will come out to greet the children at 8.55am. 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.

Staff will ensure that children line up in the yard and bring them in to school in an appropriate manner to ensure a good start to the day. On arrival, a member of staff will immediately record the child's attendance in the daily register. Any children arriving after the external door has closed (at 9 a.m.) MUST come into school via the front entrance and register with the office staff.

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 try 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 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 gate will be opened at 3 p.m. The nursery gate will be opened at 11.30 a.m. for the end of morning sessions and 3.15 p.m. for 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. A written agreement must be signed for at the beginning of the school year or at the time the arrangement is made. 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.

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 and Discipline Policy

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

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Date approved by Governors:

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