



KEXBOROUGH PRIMARY SCHOOL

EYFS ARRIVAL AND DEPARTURE POLICY (INCLUDING NON COLLECTION)



Aims of the Policy

- To establish clear procedures for the arrival and departure procedures for children in EYFS
- To minimise the possibility of late collection
- To establish clear procedures in the event that a child is not collected at the end of the school day/Nursery session.

Arrival

FS1 am 8:45am

FS1 pm 12:20pm

FS2 8:55am

It is the policy of the Early Years to give a warm welcome to each child on their arrival.

Doors will be opened by a member of staff and parents / carers are welcome to come into the classroom with their children. This gives a small amount of time for children to share learning with their parents / carers. This also gives opportunities for any discussions with staff members.

In both FS1 and FS2 registration and carpet time will be signalled by a recognised piece of music and, at this point, any parents / carers who are still in the room will be asked to leave to allow the session / school day to begin.

Departure

In order to ensure the safe departure of all our children the following procedures will be implemented for collection of children.

A member of staff will open the main doors to allow parents / carers into the cloakroom whilst another member of staff supervises the children in the classroom.

The member of staff in the cloakroom will call for children when a recognised parent / carer is seen. The member of staff in the classroom will ensure that the child leaves the classroom to meet their parent / carer in the cloakroom.

If a person who is unknown to staff is collecting a child we ask that the parent / carer informs staff at the start of the day / session and a 'password' system will be implemented. It is the responsibility of the parent / carer to ensure that this information is passed onto the adult collecting their child.

If an unknown / unfamiliar person is collecting a child and does not have the password we will contact parents / carers using information on emergency contact sheets to confirm the identity of the person collecting their child

Non collection

It is our aim that all children are collected on time at the end of the day/session. We understand that this is not always predictable and therefore have this policy and procedure in place to safeguard the children in our care. We request that parents collect their children promptly at the end of the day/session to minimise any unnecessary distress to their child.

In the event of a delay:

- Parents are requested to contact school on 01226 382288 as soon as possible if they are aware that they are going to be delayed. They are also requested to make alternative arrangements with family or friends so that their child can be collected on time. Details of this late collection will be recorded and passed on to the relevant staff.
- If an alternative arrangement is made to collect the child, the parent must ensure that only persons who have already been introduced to the Foundation staff should collect their child.
- A member of staff will remain with the child at all times. · At no point will the staff or child leave the premises.
- Staff will reassure the child and continue to provide activities for them if necessary.
- If the class teacher has meetings or planned activities after school e.g. after school clubs, the child will then be taken to the Headteacher or Deputy Headteacher to await the adult collecting them. The Headteacher or Deputy Headteacher will ensure the child's safety at all times.

In the event of no prior notice:

- A member of staff will remain with the child at all times.
- At no point will the staff or child leave the premises.
- A member of staff will check with the school office to check if a message has been left regarding the late collection.
- A member of staff will check that the parent is not waiting at a different entrance or waiting for siblings at another building.
- If they have an older sibling, they will check if they know of a different arrangement for that evening.
- A member of staff will call the parent (or ask office staff to do so). Contact numbers are kept in the office and parents are asked regularly to update them.
- If no contact can be made with the parent/s, the emergency contact numbers will be tried in the order in which the parent has requested when filling out the registration documents.
- If the class teacher has meetings or planned activities after school e.g. after school clubs, the child will then be taken to the Headteacher / Deputy Headteacher to await the adult collecting them. The staff will ensure the child's safety at all times.

If we receive no contact from parents / carers and are unable to contact any of the named adults on the contact sheet the Headteacher will make a decision as to the next course of action.

Under no circumstances will staff go to look for the parent, nor do they take the child home with them or drop the child off anywhere.

If a significant delay is experienced school may take the decision to contact the Duty Team at Barnsley Social Care and seek advice and support from them.

All incidents of late collection are recorded by school and saved on the school Safeguarding system. If there is an issue of persistent late or non collection the school may make the decision to involve other agencies to work together to resolve the matter.