

Red Hall Primary School

Arrivals and Departures Policy



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

Our school will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Key Stage 1 and 2

Arrivals

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 the Office. Similarly, when a child arrives late, parents must report to the Office.

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

Members of staff will be on duty at the main entrance during the opening times for arriving in the school, from **8.45am – 8.55am** each day. School will open the class room doors from **8.45am**.

Teaching staff will be available in classrooms to greet the children and ensure a good start to the day. On arrival, a member of staff will record the child's attendance in the daily register, which closes at **9.05am**, children arriving after the gates have closed **MUST** come into school via the front reception door and register with staff in the office.

Any children not accounted for **by 9.30 am**, office staff will endeavour to contact parents/carers to determine the reason for the child's absence, ensuring parents/carers and school know where children are at all times.

Looked After children [LAC] and children with Child Protection [CP] plans who are absent will be notified to the Head Teacher (or Designated Safeguarding Lead 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.

The school will inform the school's PCSO of any child who has unsatisfactory attendance [below 90%] and a pattern of non-attendance on certain days of the week.

Gates

The main gates to the playground will be locked at 9.05am. The main pedestrian gate at the front of the school will be used during the day to restrict access and protect the staff and children.

At 3.15pm the main gates will be unlocked and will be re-locked at 3.45pm when the majority of the children have left the premises.

Departures

Teachers will escort their own class out of school every night and be on duty in the playground/outside reception till 3.25pm. All children not collected within 10 minutes are to be brought into school where it is safe and warm by the teacher or member of staff and taken to the main office.

All children are returned to the main office if the person collecting them is not at school.

At Key Stage 1, if the children are to be collected by someone other than the parent/carer, this must be indicated to a member of staff before 2.45pm. The adult nominated to collect a child must be one of those named by the parent. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

Permission and arrangements for children leaving the school at the end of the day will be confirmed in writing by the parent/carer. 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.

If a child is to be collected before the end of the school day, the school is to be notified on the same morning. On arrival to school to collect the child the parent/carer will report to the office staff. The child will then be brought, by staff, to the reception to be taken home by the parent/carer.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. 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, the school will contact social services to inform them we have an uncollected child on the premises.

All children must be collected from after school clubs by an adult unless written permission is given for the child to walk home alone.

Early Years

Arrivals

Doors to Lullaby Lane (our 2 year old provision) and our Nursery open at 8:45 and close at 9:05.

Teaching staff will be available in classrooms to greet the children and ensure a good start to the day. On arrival, a member of staff will record the child's attendance in the daily register, which closes at 9.05am, children arriving after the gates have closed MUST come into school via the front reception door and register with staff in the office.

If a child has not attended the provision for 3 consecutive days then early years staff will endeavour to contact parents/carers to determine the reason for their absence, ensuring school know where children are at all times.

Departures

Children in Lullaby Lane, Nursery and Reception wait inside their classroom until the person collecting them arrives. Children should be collected by a nominated person.

Parents/carer must supply the school with a password (Appendix 1) which will be used in circumstances where they are unable to collect their child themselves.

If a child is to be collected by someone other than the nominated parent/carer, this must be indicated to staff by completing the "Collection Other Than Authorised Persons" form (Appendix 2). The adult nominated to collect a child must be one of those named by the parent. Only adults – aged 16 years and over, with suitable identification and the correct password, will be authorised to collect children.

No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

If a child is to be collected before the end of the school day, the school is to be notified on the same morning. On arrival to school to collect the child the parent/carer will report to the office staff. The child will then be brought, by staff, to the reception to be taken home by the parent/carer.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. 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, the school will contact social services to inform them we have an uncollected child on the premises.

Policy Written: September 2017

To be reviewed: January 2019

Appendix 1



Red Hall Primary School

Collection Form

In order to improve the safeguarding and safety of your child we have a password policy.

Any adult collecting your child other than parents/carers must be named on the “**Collection by Persons Other Than the Authorised Person**” form on the day they will be collecting your child.

When they come to collect your child they must be able to give the specific password you have set in order to collect your child. Without this password they will be unable to collect your child and we will have to contact you.

In this situation your child will be kept safely within the school.

Name of Child: _____

Password: _____

Signed: _____



Collection by Persons Other Than the Authorised Person

By completing this form I understand that I am giving permission for Red Hall Primary School (Early Years Setting) to hand over my child to the named person.

Date	Child's Name	Adult to collect child	Additional Comments	Parent's Name and Signature	Adult's Name and Signature	Staff Name and Signature

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