

# Red Hall Primary School



## Arrivals and Departures Policy

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

Document History	
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By:	LH
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The **school's arrival and departure policy** has been adopted to support the safety and well-being of all our 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 day.

This policy provides information about our procedures at the start and end of the school day, including arrangements for children whose parents wish them to walk independently to and from school and collection arrangements at the end of the school day.

### **Morning 'Meet and Greet' Service**

We do not expect children to be on the school site before **8.15am**. From **8.35am** children are welcome to enter their classroom to start early morning learning activities. This supports a calm start to the morning and the prompt start to lessons at **8.45am**.

Each morning from **8.35am**, a member of staff is on duty at the entrance door. The gates to both playgrounds are locked at 8.55am each day and then unlocked at 3pm.

The safety of our pupils is our priority and we want to ensure that every care is taken so that the children travel to and from school safely.

Generally, school would advise walking to and from school independently is most suitable for pupils in Years 5 and 6. However, we recognise some parents/carers will want their child in Year 3 or 4 to walk without an adult, especially if the distance is short and parents are best placed to make this decision.

**We ask that parents/carers or relatives either collect children from the adults on site at Red Hall Primary School or must complete the permission form below to state that they are willing to allow their child to walk independently. (Appendix 1)**

## Appendix 1



### **Permission to Travel Home Alone**

Your child's safety is most important to us and we recognise as some children become older in year 3, 4, 5 and 6 they may feel more confident and independent to travel home on their own with your permission.

We are not willing to allow children to travel home alone from school without your consent.

By signing below, you give your permission for your child to travel home independently.

We will ensure your child's safety at school and as parents you understand that certain dangers are present when travelling home alone or catching a bus.

Please sign and date below that you give permission for your child to travel home alone.

Thank you for supporting us in caring for your child.

Yours sincerely,

Ms J Davidson  
Executive Headteacher

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### **Permission to Travel Home Alone**

Name of child ..... Year.....

I give permission for my child, named above, to walk home unaccompanied during the school academic year 2022-2023.

Name of parent (CAPITALS LETTERS) .....

Signed by parent..... Date .....

## Early Years

### Arrivals

Doors to Lullaby Lane (our 2-year-old provision) and our Nursery Morning sessions open at 8:35am and close at 8.45am.

Afternoon sessions commence at 12.15pm and end at 3.15pm.

Teaching staff will be available in classrooms to greet the children to ensure a good start to the day. We do request that parents/carers physically hand over their child to a member of staff at the school doors. Children are not to be left alone at the bank top to wander down the steps on their own, for their own safety.

On arrival; a member of staff will record the child's attendance in the daily register, which closes at 8.45am, children arriving after the gates have closed **MUST** come into school via the main office to register their attendance in school.

**If a child has not attended the provision for three 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 2) 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, school must be made aware by completing the "Collection Other Than Authorised Persons" form (Appendix 3). 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, i.e. medical appointment, with supporting evidence, school must be notified in advance. 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 main office 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. This procedure is in place for all children, not just early years' age children.

Only in exceptional circumstances anyone under the age of 16 can collect a child, permission must be sought from the Head Teacher. This request must be provided in writing for the Head Teacher to approve.

Appendix 2



# 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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## **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 their main key stage entrance during the opening times for arriving in the school, from **8.35am – 8.45am** each day. School will open the class room doors from **8.35am**.

Teaching staff will be available in classrooms to greet the children to 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 **8.45am**, children arriving after the gates have closed **MUST** come into school via the front reception door to register their attendance with staff in the office.

Any children not accounted for **by 9.15am**, 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 their 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.

### **Gates**

The main gates onto the playground will be locked at 8.55am. The main pedestrian gate at the front of the school will be used during the day.

At 8.30am and 3pm the main gates accessing the staff car park will be locked and will be unlocked after 3.30pm.



## Departures

Teachers will escort their own class out of school every night and will be on duty in the playground/outside reception class till 3.25pm. All children not collected within 10 minutes are to be brought into school by the teacher or staff member, where they will be taken to the main office to keep safe and warm. Telephone calls will be made to the parents/carers for further instructions.

At Key Stage 1, if the child(ren) 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.

If a child is to be collected before the end of the school day; i.e. due to a medical appointment, the school is to be notified on the same morning, if not prior, with supporting evidence of the appointment.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this as soon as possible. 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.

Only in exceptional circumstances anyone under the age of 16 can collect a child, permission must be sought from the Head Teacher. This request must be provided in writing for the Head Teacher to approve.

