



St Vincent's VC Academy  
**Arrival and Collection Policy**



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**Produced by:** St Cuthbert's Multi Academy Trust

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Other related academy policies that support this Arrival & Collection policy include: - Attendance, Behaviour, Child Protection, Complaints, Looked After Children, PSHE & Supporting Children with Medical Needs.

## **Policy for the arrival and collection of children**

At **St Vincent's VC Academy**, we do not discriminate against any child or adult on the grounds of race, disability, gender, age, gender reassignment, pregnancy, maternity, religion or belief, sex, or sexual orientation. We embrace the individuality of all our community members and comply fully with the Equality Act 2010.

### **Introduction**

Our school has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they depart at the end of the school day.

Regular, punctual attendance at school is crucial if children are to achieve their full potential. Both school and parents/carers have a responsibility to ensure that children arrive at school on time and are collected promptly at the end of the school day.

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 a separate register held in the school office. Parents must sign when children are taken from the premises earlier than the usual sessions. Similarly, when a child arrives late, parents must report to the front office.

### **Aims**

The aim of this policy is to clarify our arrangements for the arrival and dismissal of children at the beginning and end of the school day, including arrangements for the late collection of children in the case of emergency. This will provide clear guidelines in order to:

- Keep all pupils safe
- Ensure that all members of the school are aware of the correct procedures for the beginning to the end of the school day
- Highlight the importance of parents/carers maintaining clear lines of communication and up to date contact details with school.

### **Arrivals**

At least 1 member of staff will be on duty in the playground during the opening times for arriving in the school at 8:50am – 9am each day. We do offer a Breakfast Club, which starts at 8am. Children should be dropped off and signed in via the school office/reception. There is a charge for this club.

**PLEASE NOTE** – We cannot guarantee children will be adequately supervised either before the start of Breakfast Club or before 8:50am each

day. Any child persistently arriving in advance of either of these start times may lead to advice being sought from Children's Social Care.

Staff are not normally available before school starts, therefore, if a parents/carer would like to speak to a member of staff, they should make an appointment at the office.

Teaching staff will be available in classrooms to greet the children and ensure a good start to the day. Registration is from 9am until 9:05am. Any children arriving after this time will be marked as late and may need to report to the front office for their mark.

### **Start and end times**

Doors are open at 8:55am – the children need to be in class for registration by 9am – all teachers are in their areas ready to receive children 10 minutes before the start of the school day. The school day officially ends at 3:20pm for Foundation Stage and 3:30pm for Years 1 – 6 and staff are usually on duty until 3:40pm.

### **First day absence**

If your child is absent from school parents/carers are required to inform the school, as soon as possible on the first day of absence so that the school is fully informed, as to why your child is not present at school. If notification is not received, our Attendance Officer or a member of staff will endeavour to contact parents/carers to find out why their child is not in school.

### **Departures**

#### **Foundation and Key Stage One**

UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED OFF THE PREMISES WITH ANYONE OTHER THAN AUTHORISED COLLECTORS i.e. THOSE SPECIFIED BY PARENTS/CARERS.

Staff will escort their own class to the collection point at school every night and be on duty.

We request that parents/carers wait in the designated areas whilst the member of staff individually dismiss their children. We ask that any parent/carer wishing to speak to a member of staff at the end of the school day waits until all children have been dismissed from their respective areas.

Parents must name the authorised collectors of their child before the child starts school. If there are any changes to these arrangements, parents need to inform the school immediately either by contacting the school office on 01482-342645 or writing to the class teacher. In cases where the new "collector" is unknown to the school, the school will ask for introduction to the new "collector" to ensure they know by sight who is collecting their child. (It is the parents/carers' responsibility to ensure the school knows who will be picking up their child.)

If anyone other than the authorised collector is collecting permission must be given by the method stated above. This includes children being taken to parties by other children's parents etc...

If there is request for a specific person not to be allowed to collect a child (e.g. in child protection or custody cases) written evidence or a copy of the court must be provided to the school by the parents/carers, so the school is fully informed. The school may request a photograph of this person.

If in an emergency, a parent phones and asks for an unauthorised collector to collect the child that day, the school will ask the parent the child's date of birth and ask the collector, as a security measure. If the collector is unknown to the school, the collector will be required to pick the child up from the school office.

It is the parents/carers responsibility to ensure the safe collection of their children at 3:30pm or at the end of 'After School Clubs' by facilitating the school with the correct and up to date information. If there is any doubt about the collection of a child at the end of the school day in Foundation Key stage or Key Stage One, the class teacher or member of staff in charge of the children is to investigate immediately including phoning all emergency contacts.

All children not collected within 10 minutes are brought into school where it is safe and warm. 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 or after school club, the school may contact Children's Social Care to inform them we have an uncollected child on the premises.

### **Years Three and Four (transition from procedures in Key Stage One to Key Stage Two)**

The children are seen off the premises at the end of the school day (3:30pm) by their class teachers or member of staff responsible for them. The children are released with the knowledge that if there is no known adult waiting to collect them, they are to return into school, either to the class teacher or the main school office, where there will be members of staff available to support them. At this point the school will make every attempt to contact the legal guardian/s of the children in order to facilitate safe collection for example phoning emergency contacts. During that time the children will be under the supervision of school staff and therefore safe. If we are unable to make contact with the authorised "collector" after half an hour we may contact Children's Social Care to inform them we have an uncollected child on the premises.

If in an emergency, a parent phones and asks for an unauthorised collector to collect their child that day, the school will ask the parent the child's date of birth. In the case where the "collector" is unknown to the school and child the school will ask that the child is picked up from the school office and the appropriate security question will be asked.

If there is a request for a specific person not to be allowed to collect a child

(e.g. in child protection or custody cases) written evidence or a copy of the court order must be provided, to the school, by the parents/carers, so that the school is fully informed. The school may request a photograph of this person.

In the case of school sporting events / visits etc it is parents/carers responsibility to inform the school who will be picking up their child if it is someone other than the authorised collector.

In some cases, parents/carers have made the choice for their children to walk home by themselves at this stage of their school life. This is of course, the parents/carers prerogative, but the school must be informed of this choice, so records are up to date.

### **Years Five and Six**

A number of the children in these age groups elect to walk home with their friends and parents/carers have given permission for this to take place. Again, the school must be kept up to date with this information and parents need to understand that they are then responsible for the safe departure of the children from school in this situation. However, every attempt is made to work with parents for the safe collection of their children after school and the same procedures apply as above in all cases of an uncollected child or change of authorised collector, if those procedures are still in place at the request of parents/carers.

Periodically the school will request updates from parents regarding all issues of safety, be they contact details, collection details or medical information. These requests appear in school newsletters or separate information letters to parents. At all times the responsibility remains with the parents/carers to keep the school informed of any changes to arrival, collection or other procedures.

### **Our Safeguarding Duty**

Any person who appears unfit to take full responsibility for the child he/she has arrived to collect will not be allowed to take the child from the premises. If the said person is the parent or carer of the child in our care, we will try to contact other contact names on the school data sheet. If that is not possible and the situation cannot be resolved, plus we feel that the child is at risk, we may contact either Children's Social Care or the police.

### **Persistent Late Collection**

If parents/carers are regularly late collecting their children from school, the Attendance Officer or Designated Safeguarding Lead will make contact to discuss the matter further. If no improvements are made, the matter may be referred to Children's Social Care.