



Cledford Primary School and Gainsborough Primary & Nursery School

A Federation of Cheshire East Primary Schools



Cledford Primary School

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Gainsborough Primary & Nursery School

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Local Authority Code: 895
Establishment Number: 3821

Local Authority Code: 895
Establishment Number: 3810

School Principal: Mrs S Frater

Federation Headteacher: Mrs A J Booth

School Principal: Mrs J Nurse

Gainsborough Primary & Nursery School Arrival and Collection of Children Policy

Reviewed: February 2022

Signed:

Mrs J Sercombe (Chair of Governing Board)

Mrs AJ Booth (Federation Headteacher)

Mrs J Nurse (School Principal GPNS)

Mrs S Frater (School Principal CPS)

Next Review Date: February 2024

Arrival and Collection of Children Policy

Statement of Intent

Gainsborough Primary and Nursery 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 schools 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. 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.

The purpose of this policy is to ensure that safeguarding procedures for the arrival and collection of children are robust, communicated well to parents/carers and adhered to by staff. This policy has been agreed by staff and governors and will be reviewed annually. Its messages will also be shared with children on a regular basis to remind them how to 'STAY SAFE'.

[Updated] Legal framework

[Updated] This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Section 175 of the Education Act 2002
- **[Updated]** DfE (2021) 'Keeping children safe in education 2021'
- DfE (2018) 'Understanding and dealing with issues relating to parental responsibility'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Extended Services Policy
- Travelling To and From School Alone Policy
- Child Protection and Safeguarding Policy
- Travel to and from School Policy and Plan

Arrival of Children

- Children should be accompanied by a responsible adult unless parents/carers have requested and received a permission slip for them to come alone.
- All children should arrive at their staggered drop off time which is between 8.40am and 8.55 am.
- Staff will be on duty to welcome the children from the staggered start time.
- We do not expect children to arrive before this time and if they are accompanied by an adult they should remain with them until their drop off time. Children remain the responsibility of their parents/carers until their drop off time even if they have been given permission to arrive alone.
- There is opportunity to register your child for Gold Stars Club – this starts at 7.30am and needs to be booked on the school gateway app.
- If children arrive after their drop off time and gate closure they must be brought to the office and signed in on our late register. They will then be escorted or directed to class by a member of staff. They may not enter through the outside classroom doors.
- Gates are locked at 9.00am for safety reasons.

Children may NOT leave the school site once they have been dropped off.

PLAYGROUND EQUIPMENT MUST NOT BE USED BEFORE 9am. THIS FACILITY IS FOR SUPERVISED TIMES DURING THE SCHOOL DAY ONLY.

Collection of children

Collection time is a very busy time and we need to take the children's safety very seriously. KS2 children will be brought out to their collection location and the collection of younger in EYFS and KS1 is from classroom doors. Parent/carer access to the KS1 playground waiting area will be from 2.50pm.

Dismissing 30 or more children does take a certain amount of time and parent/carers are asked to be patient as some children will exit later than others.

It is essential that teachers and teaching assistants identify the parent/carer collecting a pupil at the end of the school day before that child is allowed to leave their supervision. This is particularly important for supply or other staff who may be unfamiliar with the school, pupils and parents/carers. A teaching assistant will be allocated to support dismissal for any supply staff.

School holds a list of contacts for each child. These are the only people we will dismiss your child to without further special arrangement. If your child is collected by someone else on a regular basis (e.g. Child A collected by Child B's Mum every Thursday for swimming lessons) school needs to be informed.

Staff members who are unsure of an adult's identity will ask to see identification. If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:

- A staff member will take the pupil to the **school office**.
- The pupil's parents will be contacted for further advice.

- A member of the SLT will be made aware of the situation.
- If the pupil's parents are not contactable, the standard procedure for uncollected pupils will be followed

EYFS and Key Stage 1

Children are dismissed by the class teacher or TA from their classroom door onto the playground or EYFS garden.

Staff keep hold of all children but parents must be asked to stress upon their child that they must always wait with their teacher until an adult arrives to collect them. This will prevent the possibility of a child wandering off in very busy situations.

Children must be taken home by an adult and are not allowed to walk home on their own or with a KS2 child (without an adult). If parents are unable to come themselves they must arrange for another responsible adult to collect their child(ren) and inform the school.

This adult must be one of the adults listed on the school contact details. If a child is to be collected by someone else (e.g. for a play date) notification must always come from the

parent/carer. This can be directly to a teacher or teaching assistant, by telephone to the school office, or via a note in the reading diary.

Children may be registered for Gold Stars After School Club and booked on via the school gateway app.

THE OFFICE SHOULD ONLY BE TELEPHONED FOR EMERGENCY ARRANGEMENTS.

Key Stage 2 children

Key Stage 2 children are dismissed from their collection location at the end of the school day, and by prior arrangement children may be allowed to walk home by themselves if written permission is given.

If parents are unable to come themselves they must arrange for another responsible adult to collect their child(ren) and inform the school.

This adult must be one of the adults listed on the school contact details. If a child is to be collected by someone else (e.g. for a play date) notification must always come from the parent/carer. This can be directly to a teacher or teaching assistant or via a note in the partnership book.

THE OFFICE SHOULD ONLY BE TELEPHONED FOR EMERGENCY ARRANGEMENTS.

Emergencies

In an emergency if a parent was to ring and inform us that a neighbour or friend was to collect we would ask the parent over the phone for authorisation and a few security questions. Phone messages MUST be via the office and not handed to the teacher using mobile devices. Dismissal is a busy time and if the teacher is asked to make a decision over a mobile phone handed to them it presents not only a potential health and safety risk for that particular child but also for all other children being dismissed.

If we are satisfied that the adult collecting is authorised then we will dismiss to that adult. We will always ensure that any stress or confusion for the child/ren is avoided. It is the parent's responsibility as to the wellbeing of their own child on leaving the setting, as once out of the premises they are no longer in our care.

Delayed collection

All children should be collected at the end of school by 3.10pm unless they are attending an after-school club. Parents need to notify the school immediately should, due to unforeseen circumstances, the arrangements for collections change or if they are delayed.

Any child not collected at their collection time will be brought back into school and will wait in the main reception area. A member of staff will ring contact numbers to try to reach a responsible adult to collect the child. This will be logged as a concern if school have not been informed of a delayed collection. If three logs are made during any half term the parents will be asked to attend a meeting with the Head Teacher or Family Support Manager.

The child may be placed in Gold Stars after school club and the parent charged accordingly.

If a parent fails to arrive and all contact details have been exhausted social Care will be informed.

Under no circumstance should a child be allowed to depart from the school unless it is with a previously identified or authorised person.

After school clubs

Lists of children attending clubs will be given to every class teacher. Club organisers will collect KS1 children and escort them to their club; KS 2 children should make their own way to the club. The club leader will carry out a register and will follow up if an expected child is not in attendance.

All children attending school clubs must have consent from a parent/carer for the child to stay. This consent is given on the school gateway app.

The parent must also agree to the conditions for collection for health and safety reasons. The parent should have been informed of the finishing time and the club leader should have arrangements in place so that they know how each child is to get home safely. All children are dismissed from clubs via their normal collection location.

Please note that early collection from clubs cannot be facilitated so if your child can not stay for the whole session they should miss that session.

When arrangements change for extra-curricular activities (e.g. due to the illness of the staff member running it), parents and carers will be informed as this may affect arrangements for collection at the end of the day. This will be done by letter or text.

Parents need to inform school if a child is not able to attend the club they have signed up for as registers are taken and the child's absence will need to be questioned.

Pupils who have not been collected following an after-school club will be escorted to the school's after-school care club (Gainsborough Gold Stars)

Dropping off & Collection

Children will be dismissed to you as their parent or carer and they then become your responsibility but must adhere to school safety guidance. They will be making their way through the staff car-park and Belgrave Road. Children still need to learn behaviours that will support them to 'stay safe'. This guidance applies to toddlers accompanying parent/carers too.

- Do not allow children to run on the car-park.
- Do not allow children near staff or visitor vehicles.
- Do not allow children to ride their bikes or scooters on the car-park.
- Never allow children to clamber or climb on the railings.
- Do not allow children onto the area where the bins are stored.

Siblings

Our school site is very open at collection time and the risk of an unaccompanied child leaving the site unnoticed is recognised. Teachers need to be aware which of their children have siblings and in which class. The older sibling (unless they have permission to walk home unescorted) should be held on to until the parent/carer has collected the younger sibling.

Unaccompanied Children

All staff have safeguarding responsibilities towards all children, not just their assigned class or group. If a member of staff comes across an unaccompanied child within the building or outside the child should be asked whether they have already been collected and where their adult is. The child should be taken to the adult or returned to the class teacher or office staff (who will then follow procedures for late collection).

Collection for Appointments during the School Day

School should be informed if a child has a medical or other authorised appointment to attend. This can be by providing a copy of an appointment card. Teachers will then make arrangements for the child to be ready for collection.

Parents/carers should report to the office to collect their child. Please allow enough time for the office to notify the class teacher and your child to be dismissed and signed out at reception.

Separated Parents

Please note that staff cannot prevent a separated parent from collecting their child unless there is a court order in the school's possession preventing that parent from having access to the child.

If school is unaware of arrangements and the collection by a separated parent is unusual and during the school day we will inform the prime carer that the other parent is here to collect their child.

At any time if a child is anxious and was also unaware of the arrangement school will make contact with the prime carer before letting the child go.

Supply Teachers

We have our own cover teachers who are all aware of school procedures. On rare occasions if we do use a new supply teacher they will be issued with this guidance and a TA will be enlisted to support dismissal.



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01270 696810

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Walking Consent Form

Name of Pupil

Class

I give permission for my child to walk on their own to and from school.

I also understand that the safety of my child is my responsibility whilst they walk to and from school.

Signature (parent/guardian)

Date

Additional Collection Arrangements

I give permission for the following Adult to collect my child on a regular basis. This is in addition to adults named as contacts for my child.

Name of pupil

Class

Additional Adult's Full Name

Day/s to be collected (Please circle)

Monday Tuesday Wednesday Thursday Friday

Reason for collection

This arrangement will commence on (date)

This arrangement will cease on (date)

Your full name

Relationship to child

Signature

Date

