

ARRIVAL AND COLLECTION OF CHILDREN POLICY

CV-19 Update

The Glapton Academy has the highest regard for the safety of the children in our care. 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'.

ARRIVAL OF ALL CHILDREN

- All children should arrive at their designated start time.
- Children must be accompanied by one responsible adult unless parents/carers have requested and received a permission slip for their child/rem to arrive alone.
- We do not expect children to arrive before their gate time and if they are accompanied by an adult they should remain with them (socially distanced from other families) until gate opening time.
- There will soon be an opportunity to bring your child to Breakfast club. This starts at 8am.
- Children remain the responsibility of their parents/carers until gate opening time even if they have received permission to arrive alone.
- At gate opening, children should say goodbye to parents/carers and line up in their class lines WITHOUT their parent/carer.
- The teacher or other staff will then lead their class in from the gates.
- Teaching Assistant staff and SLT may be available to answer any queries or to take messages. Any messages in partnership books will be checked in class.
- If children arrive after their gate time they must be brought to a gate and will be signed in on our late register. They will then be escorted or directed to class by a member of staff. If all staff have gone inside please ring the bell on the Glapton Lane Nursery Gate and await instruction.
- Unattended gates will be locked.
- Children may NOT leave the school site once they have been dropped off.

The Trim Trails, Basketball nets or other equipment must not be used at arrival or collection times. These facilities are for supervised times during the school day only.

COLLECTION OF CHILDREN

All Children

Collection time is a very busy time and we need to take the children's safety very seriously. Gates are opened at the designated times and children are collected from their designated gate. Dismissing 30 or more children does take a certain amount of time and parent/carers are asked to be patient and SOCIALLY DISTANCED as some children will exit later than others. As soon as you have your child please exit from the area to avoid spread of the virus.

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 parent every Thursday for swimming lessons) we need written permission, even if we know Parent B well. Please fill in the attached Additional Contact form available on the website.

Foundation Stage and Key Stage 1

The class teacher or TA will dismiss from their designated gate. 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). 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 in advance 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.**

Key Stage 2

The class teacher or TA will dismiss from their designated gate. By prior arrangement, children may be allowed to walk home by themselves if permission is requested and a permission slip received.

If parents are unable to come themselves they must arrange for another responsible adult to collect their child(ren). 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 in advance 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 situation, 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 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, the teacher (possible infection) but also for all other children being dismissed.

If we are satisfied that the adult collecting is authorised 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 as detailed in current return to school guidance. This is unless they are attending an after school club when they resume. 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 10 mins after their collection time will be brought back into school and will wait socially distanced in the class Bubble. 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. Further logs may be referred to the Educational Welfare office.

If a parent fails to arrive and all contact details have been exhausted, Children and Family Services will be informed. Staff, as carers, must always remain calm as to not distress the child concerned. Under no circumstances should a child be allowed to depart from the school unless it is with a previously identified or authorised person.

AFTER SCHOOL CLUBS (WHEN RESUMED)

Lists of children attending clubs will be displayed in the staffroom. TAs will be timetabled to collect children, escort them to their club and pass them over to the club leader. All children attending school clubs must have written consent from a parent/carer for the child to stay. Club leaders will collect a pack from the office containing all contact details each time they take a club. They will return this pack when they have dismissed all the children. 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 a designated gate. 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. Two missed sessions may

result in removal from the club.

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 soon as is practicably possible, as this may affect arrangements for collection at the end of the day. This will be done by letter or text. It should be determined by electronic reply slip or telephone that every parent concerned has got the message. If any extra-curricular activity is run by an outside provider, members of office staff will always be on site. 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.

TAXI COLLECTION

On some occasions a child may be collected by taxi. They will be escorted by a member of staff to the office or directly to the taxi driver via the main school reception. All necessary paperwork will be held in the office.

SIBLINGS

Our school site is very large and at collection time 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 as they may be being collected from various gates. On arrival the oldest child should be dropped first and then the younger child if gate times are the same. An adult will be available for 10 minutes to collect any siblings who have the same times but different gates.

STRAY 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 around the school site, the child should be returned to the class teacher (who will then follow procedures for late collection).

COLLECTION FOR APPOINTMENTS DURING THE SCHOOL DAY

School should be informed in advance in writing if a child has a medical or other authorised appointment to attend. This can be by a letter in the book bag or by providing a copy of an appointment card. Please ensure you provide as much notice as possible. Teachers will then make arrangements for the child to be ready for collection. Parents/carers should report to the Glapton Lane Pedestrian Gate 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. They will be escorted to you at the gate.

SEPARATED PARENTS

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

Agreed by Staff:	11 September 2020
Agreed by Governors:	
Signed by Head Teacher:	
Date:	11 September 2020
Signed by Chair of Governors:	
Date	
Date of Review:	September 2021

PERMISSION FOR MY CHILD TO ARRIVE AT SCHOOL UNACCOMPANIED**Child's name:****Child's class:**

I request permission for my child to arrive at school unaccompanied. I understand that staff will not be available for supervision until gate entry time.

Name:	
Signature:	
Relationship to child:	
Date:	

PERMISSION FOR MY CHILD TO LEAVE AT THE END OF THE SCHOOL DAY UNACCOMPANIED**Child's name:****Child's class:**

I request permission for my child to leave school unaccompanied. I understand that staff will only be available for supervision until 10 minutes after gate dismissal time.

Name:	
Signature:	
Relationship to child:	
Date:	

ADDITIONAL COLLECTION ARRANGEMENTS**Child's Name:****Child's class:**

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.

Day/s to be collected: **Monday** **Tuesday** **Wednesday** **Thursday** **Friday**
(Please circle)

Additional Adult's Full Name:	
Reason for collection:	
This arrangement will commence on (date):	
This arrangement will cease on (date):	
Your full name:	
Relationship to child:	
Signature:	
Date:	
