

St Thomas' C of E (Voluntary Aided) Primary School



Policy for Safe Arrival and Collection of Children

| Date | Comments/changes |
|---------------------------------|--------------------------|
| Adopted and agreed: March 2019 | None |
| Adopted and agreed: Spring 2024 | Minor changes to timings |
| | |

Policy ratified by governing Body:

Signature of Chair of Governors

At St Thomas' CE VA Primary School, Heaton Chapel, the children's safety is of paramount importance.

The school will endeavour to ensure that clear and robust procedures for delivery and collection of pupils are in place, that they are regularly reviewed and clearly shared with staff, parents, carers and pupils. In the event that a child is not delivered, or collected safely by an authorised person at the beginning and end of the school day, the school will put agreed procedures into place to ensure that the child is safeguarded.

Aim

The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children arriving at and leaving the school premises.

The beginning of the school day is a busy time, and our aim is to ensure all children arrive promptly and safely. Likewise, the end of the school day is equally busy, and our aim is to ensure children are dismissed carefully under supervision, collected on time and arrive home safely.

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

The Authorised Adult

The Authorised Adult should be a responsible person aged 16 years or over. The person may be a:

- Parent/Carer
- Family member
- Child minder
- Neighbour
- Someone over the age of 16 who has the parent/carers permission to collect the child from school. All children up to and including year 5 children should NOT be collected by other older brothers or sisters in school. They should be collected by an authorised adult.

Teachers have been asked NOT to release younger children to siblings from KS2 but to ask the office to contact parents/carers to ensure they are collected by an authorised adult.

If children are to be collected by a brother or sister who attends Secondary School, and is over the age of **16**, permission from the parent/carers should be given prior to the collection.

If an unauthorised adult attempts to collect a child from school, this will not be permitted until the school has confirmed this arrangement with the parent/carers of the child.

School Procedures

Parents/carers of children who attend St Thomas's are asked to complete a contact details form.

If there are any changes to any of the contact details we ask that the school office is notified immediately. This is especially important when there is any change to the end of the day arrangements in such circumstances parents/carers must inform **the school office alone** in advance. Please do not send this information to your child's teacher.

Safe Arrival

- **Parents and Carers should ensure they use the footpaths and not the school driveway for pedestrian access at times of arrival at school**
- **Parents and Carers are asked to park safely and respectfully by not impeding the safe access of others who use the pavements and the public highway (public roads around school) in arriving safely at school.**

Nursery and EYFS Children

Nursery and EYFS children should be brought to school by a parent/carer or an authorised adult. The school playground is open from 8.30am until the classrooms are open at 8.45. Children must continue to be supervised by an authorised adult until handed over to adults from school. Nursery children should be brought to the inner Nursery gate and then go through to the Nursery classroom. Reception children will be handed over to the EYFS staff member at the EYFS gate. The gate to the playground is closed at 8.55am sharp, any late arrivals must then report to the main school office.

KS1 and KS2 Children

KS1 and KS2 children (up to and including Year 5) should be brought to school by an authorised adult. Parents/carers of children in Year 6 may wish their children to travel to school alone or with a friend, this is at the parents/carers discretion and a form must be completed to confirm this change in arrangements when the child starts Year 6. The school gates are open from 8.30am. The large school gates are closed at 8.55am and any late arrivals must then report to the main school office.

Safe Collection

- **School finishes at 3.10pm for Reception, 3.15pm for KS1 and Nursery, 3.25 for Lower KS2 and 3.30pm for Upper KS2 children.**
- **Parents and Carers should ensure they use the footpaths and not the school driveway for pedestrian access at the end of the school day.**
- **Parents and Carers are asked to park safely and respectfully by not impeding the safe access of others who use the pavements and the public highway (public roads around school) in departing safely from school.**

EYFS Children

The children in Nursery are collected directly from their classroom.

All Reception classes make their way onto the playground and line up ready to be collected by their parents/carers. (At the very start of the academic year they will be collected at the wooden fence on the reception outdoor area just until half term)

If children are attending After School Club, Sports Club with PSCL or French Club or any other club, it is the parent/carers responsibility to ensure that the School Office staff are informed of any changes to their agreed collection arrangements in advance. They, the Office Staff, will then inform the appropriate provision. Any spur of the moment changes to collection arrangements can cause confusion, distress and can put the children at risk.

KS1 and KS2 Children

KS1 children are escorted down to the school playground in their class groups by their teacher and/or teaching assistant at the end of the school day. KS2 children are escorted down to the area between the gate beside the bike shed and the pedestrian access gate. Children in Y3, Y4 and Y5 must tell their teacher that they have seen their trusted adult before they are dismissed by their teacher or learning support teacher. Once a child has been handed over to an authorised adult, they are no longer the responsibility of the school. We ask parents/carers to remain vigilant after collecting their child to make sure that children do not become separated from the adults collecting them and see that they leave the school premises safely.

If children are attending After School Club, Sports Club with PSCL or French Club, it is the parent/carers' responsibility to ensure that the School Office staff are informed of any changes to their agreed collection arrangements in advance. They, the Office Staff, will then inform the appropriate provision. Any spur of the moment changes to collection arrangements can cause confusion, distress and can put the children at risk.

Year 6 Children

Parents/Carers of children in Year 6 may, understandably, wish to encourage independence prior to their children going to Secondary School and allow their child to travel home alone, or with a friend. Should this be the case we ask that the class teacher and the office staff are informed in writing using the school's standard proforma. *A permission to walk home alone proforma is available with our **Walking to School Policy**.* Please see our School website.

When Children Are Not Collected

Sometimes, in exceptional circumstances, a child may not be collected on time or there may be changes to the collection arrangements at the end of the day, such as being held up in traffic or the child may be going to someone else's house for tea, for example. We request that at such times parents/carers or authorised adults contact the school office as soon as possible (and definitely before 3pm) to notify us that you may be late or someone else is going to collect your child. If we receive no such message, the following school procedures will be followed;

- The child will return into the building with their teacher and wait outside the office whilst the office staff try to contact the parents/carers.
- If efforts to contact the parents are unsuccessful, the school will contact the other adults who have been authorised by the parents to collect the children.
- If the school admin team cannot establish contact with the family the children will be supervised outside the school office. Attempts will continue to establish contact with the parents/carers or authorised adults. Please note- this will take a member of staff away from their duties so that supervision can be maintained. This work will then have to be completed by the staff member at a later time.
- If school are concerned that children have not been collected and are not in contact with their parents/carers, school will contact the Police and Social Services to arrange for a social worker to collect the child/ren. If this happens the school or Manchester or Stockport Social Services will inform the parents of the child's whereabouts.

Monitoring Late Collections of Children

If a child is consistently collected late, parents/carers will be invited to meet with the Deputy Headteacher and the school will continue to monitor collections for a period of 4

weeks. If late collections continue within this monitoring period, a second letter will be sent informing parents that a referral has been made to the EWO (Education Welfare Officer) Parents will then be invited to meet with the Deputy Headteacher and the EWO.

Late collection from an after school club

Where children are collected more than 15 minutes late from an after school club (eg football) on 2 occasions they may lose their place at that club.