



CHRISTOPHER PICKERING PRIMARY SCHOOL



Procedures for the Arrival and Collection of Pupils Policy



Be the Best you can Be!

Headteacher: Mrs Jane Marson
TLR holder: Mrs B Carter

Date: Autumn 2017
Next Review Date: Autumn 2019

All decision making at Christopher Pickering Primary School is informed by the desire to raise:
Standards of achievement
The quality of teaching and learning
The continued personal development of pupils and staff
and
To enjoy learning, working and being together
Safeguarding Children in our care

Christopher Pickering Primary School recognise that “...through their day to day contact with pupils and direct work with families, our education staff have a crucial role to play in noticing indicators of possible abuse or neglect and in referring concerns to the appropriate agency.” (Working Together to Safeguard Children 1999).

CHRISTOPHER PICKERING PRIMARY SCHOOL **Procedures for the arrival and collection of children**

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.

Arrival/Departure times- all pupils

Door are open at 8.40 am – children need to be in class for registration by 8.45am – 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 3.20 pm and staff are on duty until 3.30 pm

Foundation Key Stage and Key Stage One.

1. **UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED OFF THE PREMISES WITH ANYONE OTHER THAN AUTHORISED COLLECTORS i.e. THOSE SPECIFIED BY PARENTS/CARERS OR LEGAL GUARDIANS.**
2. **Parents must name** the authorised collectors of their child. If there are any changes to these arrangements parents need to inform the school immediately either by contacting the school office, or informing the class teacher. In cases where the new “collector” is unknown to the school, an introduction should be made to the new “collector” to ensure we know by sight who is collecting their child. (It is the parents/carers/legal guardians responsibility to ensure the school knows who will be collecting their child.)
3. If anyone other than authorised collector is collecting permission must be given **by the methods stated above**. This includes children being taken to parties by other children’s parents etc.
4. 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 instructions must** be provided to the school by the parents/carers or legal guardians so the school is fully informed. The school will request a photograph of this person.
5. If, in an extreme emergency, a parent telephones and asks for an unauthorised collector to collect the child that day, the school will ask the parent for the child’s date of birth and a password. In these cases, where the “collector” is unknown to the school and/or the child, the school will ask that the child is picked up from the school office and the appropriate security question will be asked.
6. It is the parents/carers/legal guardians responsibility to ensure the safe collection of their children (**at 3.20 pm** the end of the school day) by making sure the school has 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 Stage or Key Stage One the class teacher or a member of staff will investigate immediately, including phoning all emergency contacts.

If the school is in any doubt about the collector(s) they will not release the pupil. We understand that this may cause some inconvenience but believe that this is outweighed by the concern for the safety of your children.

7. If no-one arrives to collect a child and the parent/carer/legal guardian cannot be contacted within forty five minutes of the end of the school day, the school will contact Social Services to inform them we have an uncollected child on the premises.

Key stage Two

By the time the children move to Key Stage Two the school encourages the children to be independent in terms of arrival and collection from school, this arrangement is also in place to support our working parents/carers/legal guardians and those who wish their children to walk home unaccompanied

Years 3, 4 , 5 and 6

1. **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, or informing the class teacher. In cases where the new “collector” is unknown to the school, an introduction should be made to the new “collector” to ensure we know by sight who is collecting their child. (It is the parents/carers/legal guardians responsibility to ensure the school knows who will be collecting their child.)
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3. 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 instructions must** be provided to the school by the parents/carers/legal guardians so the school is fully informed. The school will request a photograph of this person.
4. If in an extreme emergency, a parent telephones and asks for an unauthorised collector to collect the child that day, the school will ask the parent for the child’s date of birth and a password. In these cases, where the “collector” is unknown to the school and/or the child, the school will ask that the child is picked up from the school office and the appropriate security question will be asked.
5. As children get older some parents request that their children be allowed to walk to a meeting point, or home, alone or with their friends. Whilst the school does not encourage this it recognises that, in some cases, parents/carers/legal guardians 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/legal guardians prerogative, **but the school must be informed of this choice so records are up to date**. Parents/carers/legal guardians 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 the

parents/carers/legal guardians 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 the parents/carers/legal guardians. Children who have permission to go home alone are released from school with the knowledge that they should return to school immediately if anything concerns them on their homeward journey.

6. Reasonable adjustments may be made in consultation with Miss Hill, where appropriate.

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/carers/legal guardians to keep the school informed of any changes to arrival, collection or other procedures.

If your child is absent from school parents/carers/legal guardians 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.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Arrival and Collection Policy				✓

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓		✓		

Question	Equality Groups																		Conclusion							
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
		✓			✓			✓			✓			✓			✓			✓			✓			✓
Does or could this policy help promote equality for any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓
Does data collected from the equality groups have a positive impact on this policy?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
S.M.McGlinchey	Aut15	Governors	Autumn 2015