

Arrival & Collection of Children Policy



Children's Rights

- Article 3 – Everyone who works with children should do what is in the best interest of the child.
- Article 28 – Every child has the right to an education.

d'Auvergne School recognises that children learn best when they have good attendance and punctuality, and this includes parents/carers ensuring that children arrive at school on time and are collected promptly at the end of the school day.

Scope

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 an emergency. This will provide clear guidelines for parents/carers, authorised persons and staff in relation to their responsibilities in order to:

- help ensure the safe delivery and collection of children;
- encourage authorised persons to deliver and collect their child(ren) punctually.

It should be read in conjunction with other relevant school and CYPES documents, including:

- Attendance Reporting Policy
- Safeguarding Policy
- School Attendance Policy (CYPES)
- Graduated approach for the involvement of the Education Welfare Team (EWT) to include EBNA and Attendance (Appendix A)

Authorised Person

An authorised person is a suitably responsible person to whom parents/carers have given the authority to deliver/collect their child.

If parents/carers wish to nominate an authorised person to deliver or collect their child, this must be done in writing, with details of the authorised person's name and their contact details.

The school will not release a child if it appears that the adult collecting the child is under the influence of alcohol or other substances and/or that the safety and wellbeing of the child may be compromised.

If there is a request for a specific person not to be allowed to collect a child, (e.g. in Child Protection or child custody cases), written instructions must be provided to the school by the parents/carers. Please note that in the breakdown of a relationship between parents with parental responsibility, we are unable to deny access to a parent unless there is a Court Order and the school has been notified of this.

Arrival and Collection Times

It is crucial that children arrive in good time for the start of the school day and are collected promptly at the end of the school day. The table below shows the arrival and collection times for children throughout the school:

	Nursery	Reception – Year 6
Arrival	8.15am – 8.30am	8.15am – 8.30am
Collection	2.45pm	3pm

Normal Arrival Procedures

Nursery

Parents deliver their child to the Nursery gate where a member of staff will greet them.

Reception

Parents deliver their child to the Reception gate, where a member of staff will greet them and supervise them from 8.15am.

Year 1

Parents deliver their child to the Year 1 classroom doors where a member of staff will greet them and supervise them from 8.15am.

Year 2

Parents deliver their child to the Year 2 classroom external gate. Staff will be on duty to supervise them from 8.15am.

Years 3 & 4

Children are to walk through the Quiet Playground and into school via the blue double doors where staff will be on duty to supervise them from 8.15am.

Year 5

Parents deliver their children to the school entrance. Children are to enter the school via the main entrance. Staff will be in their classrooms to supervise them from 8.15am.

Year 6

Parents deliver their child to school grounds. Children are to enter the school via the path at the right-hand side of the main entrance heading towards ICT Suite and use the external door. Staff will be in their class to supervise them from 8.15am.

Late Arrivals

The outer doors are closed and locked at 8.35am. After this, children gain access via the main school reception to register their late attendance.

Reception – Year 6 children who arrive between 8.30am and 9.00am are given an 'authorised late' mark in the register. Reception – Year 6 children who arrive after 9.00am are given an 'unauthorised late' mark in the register.

Normal Collection Procedures

Nursery

Parents/carers wait outside the Nursery gate to be invited in by the staff to collect their child.

Reception Year

Parents/carers wait at the designated collection points for their child to be dismissed by school staff to an authorised adult.

Year 1

Children in this class are dismissed directly from the classroom door onto the staff pathway. Parents/carers are to wait in this area.

Year 2

Children in these classes are dismissed directly from the outside classroom door at the back of the building. Access to the new part of the building will be through the gate across the path. This gate will be opened 5 minutes before the end of the day to allow parents to walk around to the classrooms. Parents/carers are to wait outside in this area.

Years 3 & 4

All children will be dismissed by staff from the double blue doors onto the quiet playground. Parents/carers are to wait in the quiet playground.

Year 5

All children will be dismissed by staff from the main entrance.

Year 6

All children will exit using the internal staircase in Year 6.

For children who meet parents away from the collection points, the school cannot be held responsible for the safety of children once they have been released by school staff. This includes those children whose parents allow them to remain in the community with their friends after school. Therefore, parents/carers who choose the option of meeting their child away from the school, should ensure that their child is responsible enough to walk sensibly to an agreed meeting place.

All teaching staff are on duty until 3.15pm (Nursery 3.00pm) to ensure that children are collected safely.

Children are dismissed with the knowledge that if there is no known adult waiting to collect them within 10 minutes, they are taken to the main school office, where there will be a member of staff available to help them.

Independent travel

Children in Years 4, 5 and 6 may travel home unaccompanied after school with permission from parents/carers. The school strongly discourages any children younger than this walking home unaccompanied, and parents/carers should carefully consider whether their child is able to manage the level of responsibility this places on them.

Collection of Children During the School Day

Where children are collected from school during the school day, the following procedures will be followed:

- Office staff to notify class teacher when authorised adult arrives
- Foundation Stage/KS1 children to be escorted to office by member of school staff
- KS2 children to meet authorised adult at office

Collection of Children from After School Clubs or Activities

Children are dismissed from after school clubs and activities from the main school reception, parents/carers wait on the path outside the main reception for their child.

The exception to this is 'Homework Club' and 'Freeplay', where the children can be collected directly from the room that the club takes place in.

Parents/carers of children in Year 4, 5 and 6, indicate on the club consent form whether they will collect their child from the school, or if the child is allowed to travel home unaccompanied after the club.

Collection of a Child by Another Appropriate Adult

On some occasions, children may need to be collected by other professional agencies to attend meetings, contact sessions or similar. We will deal with this on a case-by-case basis and this will be overseen by the Designated Safeguarding Lead.

Changes in Collection Arrangements and Emergency Contact Numbers

At all times, the responsibility remains with parents/carers to keep the school informed of any changes to collection arrangements or emergency contact numbers.

Parents/carers of children in all year groups, who do not travel independently, send a letter informing the school of any **temporary** changes to collection arrangements, e.g. a child going home with another parent for a party, or telephone the school to advise of any last minute changes.

In the event of a school closure due to snow, office staff would refer to individual children's notes to arrange travel home.

Children who are Collected by External After School Care Providers

Parents/carers are responsible for making their own private arrangements with external after-school care providers. After-school care providers that collect children from our school have daily registers to ensure that they are collecting the relevant children.

Parents/carers are responsible for advising both the school and the after-school care provider of any temporary or permanent changes to these arrangements.

Late Collection of Children

General lateness

All parents/carers have a responsibility to collect their child promptly at the end of the school day and to be in the designated waiting areas at the collection times specified.

Children who are not collected on time at the end of the school day are escorted to the main school reception.

If parents are regularly late collecting their child from school, contact will be made from the school, to discuss the ways in which the situation can, and needs to be, improved.

Late Collection in an Emergency

The school recognises that, in an emergency situation, the late collection of a child may be unavoidable. In these circumstances the following procedures are put in place:

- parents/carers contact the school at the earliest possible opportunity, giving the reason for the emergency, the name and contact number of the person who will be collecting the child and the approximate time of arrival;
- a message is passed to the class teacher giving the alternative collection arrangements;
- the child is sent to the school office at the end of the school day to wait until they can be collected;
- parents/carers contact the school to advise of any further delays or developments in the situation, so that the school is kept informed and can offer support to the child where necessary.

Un-Notified Late Collections

If children are not collected within 10 minutes of being brought back to the main school reception, the following procedures are put into place:

- messages are checked to see if the school has been notified of any changes to the collection arrangements;
 - club registers are checked to see if the child should be attending an after school activity;
 - parents/carers are contacted to inform them that their child has not been collected;
 - if it is not possible to contact parents/carers, other emergency contacts are contacted and asked to collect the child;
 - if no contact can be made with the parent or other carer by 1 hour after the designated time of collection, the school will follow the following procedures to ensure that the child will be provided with appropriate care:
 1. The school will telephone the States of Jersey Police on 612612 and the Children's Services Duty Officer on 519000.
 2. This will allow both agencies to check whether the parent / carer may have been involved in an accident or any such occurrence which may have prevented them from collecting their child.
 3. The Children's Service will check to see if the case is open to them or whether they would have any further information that would lead them to be concerned around the safety of the child.
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4. If the child has still not been collected by 1 ½ hours after the expected collection time, the school will involve Children's Services for extended support.

This policy reflects the school and education department policies for Safeguarding and Child Protection.
