**Holy Cross Catholic Primary School**



**Children Arriving and Being Collected from School Policy**

**2021-22**

**Policy on Children Arriving and Being Collected from School**

**Introduction:**

Our school has a duty of care to work with parents to ensure that children are safe on their journeys to school and after school. We are not responsible for children’s safety once they leave school but we do have a duty of care to work with parents and carers to ensure that our children are safe. It is an essential part of our safeguarding policies.

This policy document outlines the school’s policy due to the COVID-19 pandemic. If parents want to make arrangements outside these guidelines, they must write to the head teacher.

# Morning Arrivals

We ask that all children are supervised by parents until the school door opens at 8.55am. The only exception to this should be children in Year 6 who have permission to walk to school. This is to ensure your child’s safety.

The children will line up in classes on the designated school playground and will be escorted into school by their class teacher.

Any children arriving after 9.00am will enter through the main office and will be registered as late to ensure that they are placed on the school’s registers.

Please note that our car park is locked from 8.45 to 9.10am. The gates cannot be opened during this time. If you have accessibility needs, we advise that you arrive at school for 8.30am.

Gates to the playground will be opened at 8.50 am

**Departures**

 **All children** are escorted out of the building via their classroom door by the class teacher or teaching assistant onto the playground. This is done in an organised and careful manner to ensure that we hand your children over to the correct adult.

The gate to the designated playgrounds will be opened at 3:00pm (EYFS and KS1) and 3:00pm (KS2)

If the children are to be collected by someone other than the parent/carer, this must be indicated to the school office by leaving a message before collection The adult nominated to collect a child must be one of those named by the parent. Only adults – aged 16 years and over will be authorised to collect children. This follows the National Society for the Protection against Cruelty to Children (NSPCC) guidelines. They recommend that no one under 16 should be left to care for a younger child.

# Walking Home

In Year 6 we allow children to walk home on their own providing a letter giving them permission is sent to the class teacher.

Children in year 5 are allowed to walk home if their parent requests this in writing.

We always advise families to set up their own safety routines (designated route home, contact points, supervision at home etc).

Children in other year groups are not allowed to walk home on their own. If parents want to make arrangements outside these guidelines, they must write directly to the head teacher giving at least 48 hours’ notice of their new routines.

**All children not collected 10 minutes after the end of the school day are brought to the safety and warmth of the school office for collection. We will contact you to inform you that your child is safe and at school.**

If your child is at an after-school club, the same principles apply. If your child is in Year 6 and is walking home from a club, please advise us in writing.

Occasionally, parents approach us regarding concerns about collections from other adults. This may be linked to safeguarding or personal family issues. It is essential that these concerns are communicated in writing directly to the head teacher.

All adults are reminded that our school is a non-smoking environment.

All adults and children are reminded that they cannot photograph or video on the school grounds without the consent of the Head Teacher.

**Collection Arrangements if Children are not Collected Statement of intent**

In the event that a child is not collected by an authorised adult at the end of a school session, Holy Cross Catholic Primary School puts into practice agreed procedures.

**Aim**

In the event that a child is not collected by an **authorised adult**, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

**By authorised adult we mean a person aged over 16 agreed upon by the parent/carer.**

**Procedures**

**1.** Parents/carers of children starting at the school are asked to provide specific information which is recorded on our Information Form, including:

* **Home address and telephone number - if the parents/carers do not have a telephone, an alternative number must be given, perhaps a neighbour's;**

* **Work telephone number (if applicable);**

* **Mobile telephone number (if applicable);**

* **Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from school, for example a childminder or grandparent. These adults must be over 16 years of age.**

* **Information about any person who does not have legal access to the child. This must be in the form of court documentation or a solicitor’s letter and must be legally binding. This evidence must be handed to the school’s designated safeguarding lead (Mrs Clare Higgins) as soon as it is received.**

**PLEASE ADVISE THE SCHOOL OF ANY CHANGE OF INFORMATION IMMEDIATELY**

1. On occasions when parents/carers are aware that they will not be at home or in their usual place of work, they should inform us of how they can be contacted.

1. We provide parents/carers with our contact telephone number for the occasions when parents/carers or the persons normally authorised to collect the child are not able to collect the child. They should inform the school of the name and telephone number of the person who will be collecting their child.
2. We also inform parents that in the event that their children are not collected from school by an authorised adult and we have failed to make contact with anyone to arrange a collection time that we will contact the Central Advice and Duty Team at 4 pm. This is 55 minutes after the end of the school day.

1. Times of all late collections will be noted.

1. If a child is not collected at the end of the day, we use the following procedures:

* + The answer machine is checked for any information about changes to the normal collection routines.

* + If no information is available, parents/carers are contacted at home or at work.

* + If this is unsuccessful, the adults who are authorised by the parents to collect their child from school and whose telephone numbers are recorded on the Information Form are contacted.

* + The child stays at school in the care of staff until the child is safely collected and will never be left alone. At no time will a member of staff take a child home or leave a child alone in the building.

* + If no one can be contacted to collect the child by 4pm we contact our local authority Central Advice and Duty Team (Social Care).

* + A full written report of the incident is recorded.

# Review date: Annually