



Sherwell Valley Primary School – Arrival and Collection of Children

Adopted by Headteacher: July 2017

Next review: July 2018

Arrival Procedures

- All children start school at 8.50 am.
- Staff will be on duty from 8.40 am and children may be left in their class lines.
- Parents / carers are asked to wait well away from the lines so that staff on duty are able to see all the children.
- The whistle will blow at 8.50 am and children will be taken to school.
- Classroom doors close after children have been brought in.
- Children arriving after their registration time must go to the school office and sign in there.
- Late children must be signed in by their parents / carers who must also state time of arrival and reason for lateness.
- All registers are closed by 9.15 am.

Child Collection Procedures - unless the school has written notification from parents/carers to the contrary the following rules will be followed:

- For children in Little Valley, Nursery, Reception and Year 1 the school will request a list from parents at the start of the year of who they allow to collect their child at the end of the school day. Parents/carers will be asked to ensure that if anyone not on this list is collecting their child that they notify the school and agree a password to be used by the person collecting the child to ensure they have permission to collect. If this is not done the parent will be contacted to ensure the person collecting has permission to do so.
- At the end of the school day, teachers should stand at the designated entrance doors and be responsible for handing children over to a designated adult on collection with the exception of Year 6 children who are dismissed at the end of the day into their own care
- Parents/carers can give permission for some children able to walk home on their own – please see our Walking Home Alone policy for details of who can do this and what the conditions are
- Children cannot be released into the care of anyone under the age of 16 unless the school has received written permission from the parent/carer that this has been allowed (the exception to this is for children attending Little Valley, Nursery, Reception and Year 1 – these children must be collected by a responsible adult aged 16 or above).
- Any uncollected children in the main school will be taken to the School Office at 3.30 pm.
- A member of staff in the School Office will ring parents and/or emergency contacts to collect children who have not been collected at the right time, starting as soon as children arrive there.

Arrival & Collection of Children during the School Day

- All adults bringing pupils to school or collecting them must report to the school office to sign the child out or in, stating time and reason for the child's absence from school.
- Parents / carers must provide an appointment card for medical appointments the child is attending during the school day.

- Adults must report to the School Office if they are collecting children during the school day for any reason.
- Children cannot be taken or returned to school during the lunch hour.

Procedures for Emergency Situations

- If the adult collecting is some distance from the school, then s/he must be asked to contact somebody known to the child and who is able to collect promptly instead.
- All adults contacted should give an estimated time of arrival at the school and say how they are travelling to the school.
- If a child remains uncollected and the school has been unable to contact an adult, then Social Care will be informed at 4.15 pm
- If a child remains uncollected at 4.30 pm, despite making contact with an adult, then Social Care will be further informed of this.
- School staff should stay with the child as long as possible to offer reassurance. However, once this no longer viable, then arrangements should be made to take the child to Torquay Police Station.
- If a child is taken to Torquay Police Station, then the school will continue to try to contact parents/carers until contact is made.

Safeguarding Concerns

If the adult collecting a child is thought to be under the influence of drugs or alcohol, then staff will have concerns for the child's welfare, arising from the adult's ability to care for the child or for the safety of the child and others if the adult will be transporting the child from the school. In such cases staff will:

- Approach the adult and explain their concerns in a private area.
- Offer support where possible by offering to contact family or friends to come to support the child and adult, to ensure that they get home safely.
- Should the adult collecting the child, decline the help offered, staff may take further action if they are still concerned. This may involve contacting Social Care or the Police for further assistance.
- Staff will then record this incident and strive to record the following information to pass to the appropriate agencies (Police and Social Care) if required:
 - Name of person collecting child,
 - Time of departure,
 - Car registration
 - Address held on the pupil's record

If Staff have any concerns that they do not feel meet the threshold for speaking to the parent and assessing the situation immediately these concerns must be recorded and passed immediately to one of the school's Safeguarding Team.