

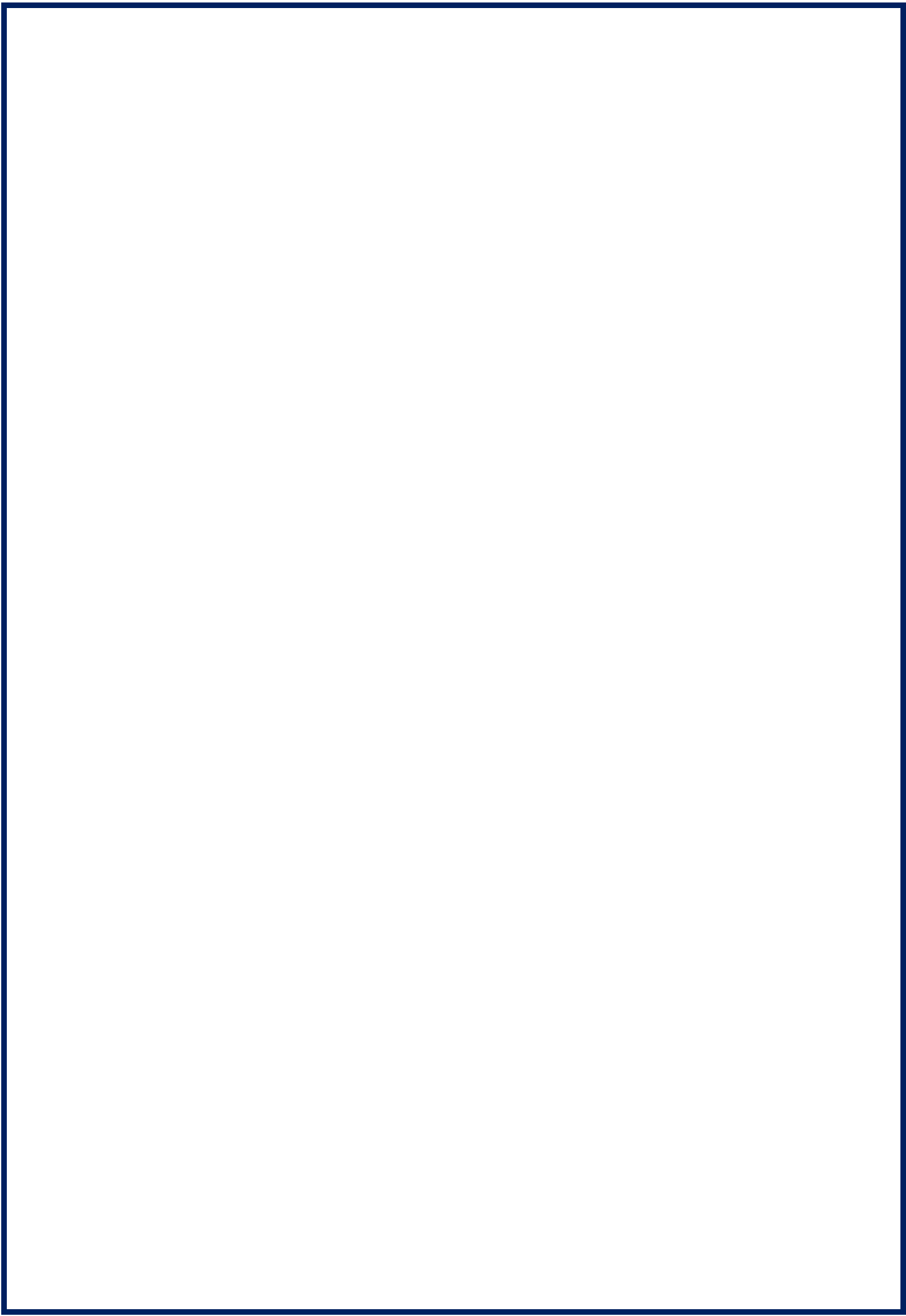
THE BLUE COAT CHURCH OF ENGLAND (AIDED) INFANT AND JUNIOR SCHOOLS' FEDERATION

BELIEVING, CELEBRATING, SUCCEEDING

EXECUTIVE HEAD TEACHER: MR. A. ORLIK



Safe Arrival and Collection of Pupils Policy



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SAFE ARRIVAL AND COLLECTION OF CHILDREN POLICY

Statement of Intent

This policy forms part of the safeguarding policies of Blue Coat Federation. It has been formulated by a working party of the safeguarding governors, parent governors and the Assistant Head Teacher for Inclusion, Behaviour and Safeguarding.

The safety of our pupils at both Blue Coat Schools is of paramount importance to us all. This policy will ensure that clear and robust procedures are in place, which are reviewed regularly and clearly shared with staff, parents, carers and pupils.

Aim

The end of the school day is an exceptionally busy time. It is our aim that children are dismissed carefully, under strict supervision, collected on time and arrive home safely. The aim of this policy is to ensure the safety of children by making sure the responsibilities and expectations of all stakeholders are clear when it comes to children leaving school premises. It also aims to clarify the behaviour expectations of all parties involved in the dismissal and collection of children.

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. Whilst there may be some delay in the dismissal of the pupil we thank parents and carers in advance for their understanding that all decisions are taken with the wellbeing of the child firmly in mind.

The Authorised Person

Children will only be dismissed to an Authorised Person. The Authorised Person must be a responsible person aged **14 years or over**. The person may be a:

- Parent/Carer
- Family Member
- Registered Child Minder
- Someone over the age of 14 who has the parent/carer's permission to collect the child from school. Verbal consent can be accepted in emergency situations.

Children attending Blue Coat Infant School (Nursery, Reception, Year 1 and Year 2) may NOT be collected by other brothers/sisters/cousins/family relations at Blue Coat Junior School. They must be collected by an authorised person.

Teachers have been instructed not to release pupils to anyone who does not meet the above criteria but to ask the school office to contact parents/carers to ensure they are safely collected by an authorised person. We appreciate the support of our community in exercising patience whilst these arrangements are made.

Parents/carers are asked to provide specific information at the beginning of each academic year including:

- Home address and telephone number of parents/carers
- Place of work and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Emergency contact details
- Names and telephone numbers of adults who are authorised by the parents /carers to collect their child from school i.e. child-minder, relative etc via completion of the separate 'collections' form.
- Information about any person who has been denied legal access to the child

- Any legal documentation (i.e. court orders) that relate to the collection and/or safeguarding of their child.
- Information about who has primary responsibility for the child
- Where a court order is in place a schedule of dates indicating who will be collecting the child/children.

If there are any changes to any of the above we ask that the school office is notified immediately. When there is a change to the end of day collection arrangements we ask that parents inform the school office and/or class teacher as soon as possible.

Safe Collection

Blue Coat Nursery finishes at 3:30pm

Reception, Year 1 and Year 2 finishes at 3:10pm

Years 3, 4, 5 and 6 finish at 3:20pm

If, as a parent/carer, you make arrangements for your child to be collected by another adult, it is your responsibility to ring school and inform the staff of these arrangements. You will be asked to provide the full name, contact phone number of the person you are authorising to collect your child and a password. This password should be shared with the person you are authorising to collect your child. Any person not named on the collection form wishing to collect children will be asked by staff to provide their:

- full name,
- the password
- identification (driving licence, bank card) proving their identity.

If a message has not been received from you as the parent or the person collecting does not know the password or have appropriate ID staff will not hand over your child.

Children in Years 1, 2, 3, 5 and 6 are dismissed from a dedicated area on their respective playgrounds. Children must indicate to the staff member dismissing them that they have seen their known person. The teacher will release the child to walk to this person once they have visually confirmed it is the authorised person. Children are not allowed to leave the class group until the adult dismissing them has authorised them to do so. We request that parents/carers and any other authorised person wait patiently for their child and do not call the children to them.

Dismissal may not happen quickly but it will happen safely. Staff in school MUST know that each and every child has been safely dismissed to their authorised person. At Blue Coat Junior School we politely request that authorised persons wait behind the blue line marked on the playground. This is to ensure that there is a safe distance between the children exiting school and the gathered adults.

Children in Year 6 (and in some cases Year 5) are allowed to walk home/leave school site unaccompanied. Parents MUST ensure they have completed the consent slip or provided a letter of written consent to enable this to happen. The names of children who have consent to walk home unaccompanied will be recorded and class teachers will only allow these pupils to leave site without an adult. All other pupils will remain with their class teacher until a known adult/authorised person collects them.

Once a child has been handed over to an authorised person, they are no longer the responsibility of the school. We ask parents/carers to leave the school site promptly after collection.

Separated Parents

We are aware that many children across the Federation have parents who are separated. At times custody, contact and collection arrangements may be subject to direction from Children's Services and/or Court Orders. If this situation applies the following guidance will be followed:

- It is the responsibility of the parent/carer to provide school with a copy of the court order. This must be the most up to date version of the court order.
- Collection arrangements will continue until either parent produces an updated Court Order.
- It is the responsibility of the parent/carer to prove that any schedule noted on the court order (e.g. X may collect every 3rd Friday) is accurate.

School must be notified in advance (at least 2 school days) if there is a change to the usual collection arrangements that has been agreed by both parents/carers. This should be in writing from both parents (letter, text or email). School reserves the right to check with the other parent that they are aware of any change to collection arrangements.

Shared custody arrangements.

In situations where children (or a child) lives equally between both parents/carers, both parents will be issued with a contact form and asked to provide emergency contact details. A member of the Inclusion Team will discuss with parents/carers the preference for which adults should be contacted in case of emergency/missed collection to ensure that all views and situations are taken into consideration. Where arrangements are in place between separated parents it is expected that only the parent/carer responsible for collection should attend school on the day of their nominated collection. The other parent/carer should not come to school when it is not their day of collection.

Unforeseen Circumstances/Emergency situations

We appreciate that on very rare occasions emergencies may occur and it may not be possible for parents/carers to inform school of changes to collection in advance. We request that you contact school as soon as possible to notify us that you may be late or are sending another authorised person. If we receive no such contact, the following procedure will be followed:

- The child will remain with their class teacher/TA until their authorised person arrives.
- If the authorised person is late (after 3:20 at BCI or 3:30 at BCJ) they will return to the school building with their teacher.
- The school office will attempt to make contact with the named emergency contacts.
- At 3:25 Infant School children will be taken to the Junior School and remain in our late collection classroom.
- Children attending BCJ will also be taken to the late collection classroom.
- The school office will continue to attempt to contact named emergency contacts.
- Where no prior contact has been received from the parent/carer and children are subsequently collected late this will be recorded in our late collection book.
- Parents will be issued with a warning letter following the second late collection without contact.
- Three late collections without prior contact will result in a fine being issued.

General Expectations

- Non authorised people are not allowed on the playground.
- Younger siblings must be accompanied by a parent/carer.
- Younger siblings should not run around the playground and should remain with their adult at all times.
- Please note that bikes and scooters (including e-scooters) rollerblades/skates or skateboards etc. must not be ridden on the playground.
- No dogs/animals are allowed on the school site except assistance animals.
- Collection of pupils should be done promptly and the school site exited quickly to enable the gates to be locked and the site secured.
- At all times visitors to the school site must adopt acceptable behaviour practices.

There must be no confrontation on the school site. Parents/carers should not approach other children or parents/carers to discuss any issues including behaviour concerns. Any concerns should be raised with the class teacher, member of the Inclusion Team or a senior member of staff. Parents/carers are invited to contact school via phoning the school office, emailing year group emails or contacting the Inclusion Team via familysupport@bluecoatfederation.co.uk

Extra-Curricular Clubs Arrangements

Please note that **ALL** pupils will need to be collected by an Authorised person if they are staying late at school for any reason e.g. football, choir or multisports club. They must be collected promptly at the end of the club. **No pupil will be allowed to leave school on their own after an extra-curricular club.**

- Where no prior contact has been received from the parent/carer and children are subsequently collected late this will be recorded in our late collection book.
- Parents will be issued with a warning letter following the second late collection without contact.
- Three late collections without prior contact will result in a fine being issued.
- Further persistent late collections from a club may ultimately result in your child losing their place in that club.

After-School Club (Childcare)

After-school childcare is provided on site by a separate private company called Junior Adventurers. Parents **MUST** register their child/children in advance with Junior Adventurers and must ensure that a booking has been made in advance with the club. No child will be accepted into after-school club without a prior booking being made. Further information can be found on the school website:

www.bluecoatfederation.co.uk

Appendix A: Safe collection from school form

Children will only be dismissed to an Authorised Person. The Authorised Person must be a responsible person aged **14 years or over**. The person may be a:

- *Parent/Carer*
- *Family Member*
- *Registered Child Minder*
- *Someone over the age of 14 who has the parent/carer's permission to collect the child from school. Verbal consent can be accepted in emergency situations.*

Children attending Blue Coat Infant School (Nursery, Reception, Year 1 and Year 2) may NOT be collected by other brothers/sisters/cousins/family relations at Blue Coat Junior School. They must be collected by an authorised person.

Teachers have been instructed not to release pupils to anyone who does not meet the above criteria but to ask the school office to contact parents/carers to ensure they are safely collected by an authorised person.

Please provide details of **ALL** people authorised to collect your child from school.

Name of Authorised person	Relationship to child	Age (if under 18)	Contact phone number

Are there any legal documents in place relating to the collection or safeguarding of this child?

YES ☐

NO ☐

If YES please give details and provide a copy of the most recent court orders.

If, as a parent/carer, you make arrangements for your child to be collected by another adult, it is your responsibility to ring school and inform the staff of these arrangements. You will be asked to provide the full name, contact phone number of the person you are authorising to collect your child and a password.