

Our Lady's Primary School Arrival and Collection Procedure

Arrival Procedures

- Staff are on duty from 08.40am.
- Doors to school will be opened at 8.45am when children can come into school and into their classrooms. A member of staff will man each door.
- All classroom doors must be closed by 09.00am and latecomers must be directed to the school office to sign in.
- Late children must be signed in by their parents / carers who must also state time of arrival and reason for lateness.
- All registers must be closed by 09.05am.
- All registers must be returned to the school office by 09.10am.

Collection Procedures

- School finishes PROMPTLY at 15.15. All children should be collected at this time, unless attending a pre-arranged after school club.
- All staff have commitments at the end of the school day. This sometimes involves working off site and we ask that children are collected on time.
- At the end of the school day, the class teacher should stand at each of the classroom doors or exit doors.
- Children cannot be released into the care of anyone under the age of 16 unless previously agreed between parent and school.
- Children cannot be released to an adult / carer unless previously agreed between parent and school.
- Any uncollected children should be brought to Office at 15.20 escorted by a member of staff.
- The office staff or member of staff will ring parents and / or emergency contacts to collect children who have not been collected at the right time.
- Adults collecting children late must sign them out, giving the reason for lateness. This will be collated via InVentry records and monitored.
- When children are persistently collected late parents will be asked to register their child with Wasps link club.

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 in or out, 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.
- Absence during the school day will only be authorised if there is proof that the child is attending a medical appointment.

Procedures for Emergency Situations

- If the adult collecting is delayed they should contact school immediately stating the reason and estimated time of arrival.
- If the adult is some distance from the school, then they will be asked to contact somebody known to the child and who is able to collect promptly instead.

- If a child remains uncollected and the school has been unable to contact an adult, then Social Care will be informed at 16.15
- If a child remains uncollected at 16.30, 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 Warrington Police Station (normally after 18.00).
- If a child is taken to Warrington Police Station, then the notice attached to this policy should be photocopied, placed in a plastic wallet and attached to both gates of the main school playground.

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:

- Notify the Head teacher or in their absence the nominated DSL.
- They will speak to 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 they get home safely.

Should the adult collecting the child, decline the help offered, the Head teacher or nominated DSL may take further action if still concerned. This may involve contacting the Police for further assistance.

The Head teacher or nominated DSL will then strive to record the following information to pass to the appropriate agencies (Police and Social Care):

- Name of person collecting child,
- Time of departure
- Car registration
- Address held on the pupil's record

Staff must also record any instances where alcohol or substance misuse is suspected on the school's record of concern sheet (green) and pass this immediately to one of the school's Designated Safeguarding Leads for necessary action.