

Elmsett C. of E. V.C.P. School

Arrival and Collection Policy



Document Control

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1. AIM

To ensure the security of pupils at school, and at their arrival and departure.

2. METHODS

- On arrival, pupils will wait in the school playground. Pupils in foundation stage will wait with a responsible adult.
- On collection the teacher/school staff member will release pupils in the youngest class (Foundation and KS1) individually to the care of the parents/known responsible adult who is collecting.
- As soon as pupils arrive in the morning and go into the classroom an attendance register will be called. Parents will have already notified the school of any pupil who is absent on the first day. The school will attempt to contact the parents of the pupils who are absent and have not notified us of any reason. If there is any cause for concern, the responsible person at school (Headteacher) will take appropriate action.
- If for any reason another adult is to collect the pupil, the child's carer must inform a member of staff.
- Pupils in KS2 are asked to go out to their parents or in the case of older pupils with prior agreement, walk home. In the case of no adult being there to collect the pupil as expected, the pupils are under strict instructions to report back into school, where a member of staff will immediately take action to contact either parents or next responsible adult - see section 4.
- Parents are asked to inform the school if they are likely to be late collecting their children.
- The school has a list of emergency parent/carer contact numbers for each child who attends school. This information will only be used in an emergency and it is stressed to all parents the importance that they inform school of any changes.

3. IN THE EVENT OF A CHILD BEING UNEXPECTEDLY ABSENT:

- The school will check the register to confirm that they attended school.
- The school will carry out a search of the premises and immediate area.
- The school will inform the parents as soon as is possible that their child is unaccounted for.
- The Head or next responsible person will contact the police after an agreed time.
- The Head or responsible person will inform the LEA and Chair of Governors using the Critical Incident Policy.

4. IN THE EVENT OF A LATE ARRIVAL TO SCHOOL OF A DESIGNATED PARENT/CARER TO COLLECT THEIR CHILD:

- The parent/carer is expected to make every effort to inform the school of the intended late arrival.
- A member of the school staff will remain with the child for up to 15 minutes after the end of the session and will contact the parents/next available contact as given by the parents, to make appropriate arrangements.
- If after a suitable time, no-one has arrived to collect the pupil, the member of staff will contact a local member of staff/governor, who has been police checked and take the

child there - again, after a suitable period of time if there is no contact the responsible person at school will follow the Critical Incident policy. The school chair of Governors, LEA and Social Services will be kept informed at this point as necessary.

- A record will be kept in the child's file for information purposes only.

5. IN THE EVENT OF THE CHILD DISAPPEARING FROM SCHOOL DURING THE SCHOOL DAY:

- At playtimes, pupils who are going inside have a red band to wear, the adult on playground duty will then know how many children have been given a red band (apart from pupils in school as a result of class teacher permission).
- All unmanned doors into school (apart from the office entrance when manned) are kept locked for security to ensure that unsuitable people cannot get in and pupils cannot get out. These doors are unlockable if there is an emergency (i.e. fire).
- The school has a fence around the outside edge, gates are kept shut to keep pupils in, although for PE and playtime pupils may use the playing field/large playground which is not fenced. Adults on duty are extra vigilant at these times and older pupils are asked to keep an eye on younger pupils.
- As soon as a child is discovered absent during the day, the teacher will call for back-up from other adults to check as in Section 3 of this policy.
- If it is thought that a child may abscond, then a risk management meeting will be held with the appropriate teachers/adults before this, to discuss appropriate actions to take to ensure that:
 - a) This does not happen
 - b) Steps are in place to monitor the child to watch them and ensure they are safe
 - c) Appropriate steps/actions/procedures are in place to ensure that should this child 'do a runner' they have been missed as soon as possible (following guidelines in section 3 again).

6. SCHOOL VISITS AND AFTER SCHOOL CLUBS

In the event of trips out, the LEA's guidelines are followed and groups of pupils will meet more than the minimum guidelines, with groups in younger classes being accompanied by at least 2 adults to allow 1 to accompany pupils to the toilet or deal with ill or lost pupils. Mobile phones will be taken to ensure constant communication on trips. Pupils are also given a place to meet in case they get lost. Pupils are counted in and out of coaches.

For after school clubs, it is the policy that adults in charge are given parents/pupils phone numbers for emergencies and that there is another adult contactable to help in any emergency. They will then also follow guidelines issued above.