

# Arrival and Collection Policy

## *Federation of Boldmere Schools*



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<b>Ratified by the Governing Body:</b>	June 2023
<b>Signed by the Governing Body:</b>	Chair: Mr. Greg Bloom
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If you require a copy of this procedure in a particular format, for example large print, please contact the School.

The Federation of Boldmere schools has the highest regard for the safety of the children in our care from the moment they arrive to the moment they depart at the end of the school day.

With this duty of care at the forefront of all that we do, the following policy details the arrangements for the arrival and collection of children at the schools.

### **Policy aims:**

This short policy makes explicitly clear the procedures concerning arrival and collection. In the event that a child is not collected by an authorised adult, we will endeavor to resolve the issue as quickly as possible to cause as little distress as possible to the child.

### **Procedures for children's arrival and collection (normal circumstances):**

The official start and finish times for the schools are detailed in the relevant school prospectus that can be found on the federation website. As a guide, the school day starts at 8.50am and finishes at 3.25pm, adjusted as appropriate for specific year groups.

The main school entrances are opened at 8.50am for children to enter school. Children should enter the school via the specific arrangements for that particular year group – this will be communicated at the beginning of each school year.

Children arriving before the start of the school day are the responsibility of their parents/carers. Where school has concerns regarding children being left unsupervised before the school entrances are opened, parents/carers will be contacted accordingly. This is particularly the case for children younger than 10 years old.

From 8.50am onwards, there will always be a member of school staff, usually a school leader, supervising each gate entrance and helping safeguard children. Parents/carers are encouraged to pass on any messages to any of the staff on the gates themselves or via the school office. Under no circumstances will parents/carers be permitted to access the classrooms nor will a teacher be available to speak with a parent after 8.50am. This is because children will be entering class at this time and the presence of parents/carers contravenes safeguarding arrangements and is disruptive to learning.

School gates will be locked shortly at 9.00am each morning; any late arrivals should enter school via the main school office. Any children arriving after 9.30am will receive an unauthorised absence without a valid reason.

Collection arrangements for children will be communicated at the beginning of each school year as relevant for their specific year group. For most year groups, the dismissal process will involve teachers making eye contact with the respective parent/carer (or agreed 'collector') before releasing the child to them. This will be conducted as swiftly but safely as possible.

Children attending Busy Bodies after school will be subject to the specific arrangements of the club for both school arrival and school collection.

Teachers will not be available to speak to parents/carers regarding concerns or otherwise until all children are safely accounted for.

For older children, generally those of year six age, parents/carers may consent for their child to walk home unaccompanied. For this to take place, written parental consent is requested (preferably via email) to be maintained on school file.

### **Late collection:**

It is both distressing and upsetting for children when they are collected late.

Whilst it is in the best interests of children for them to be collected promptly, the schools do apply a ten-minute collection window for all year groups. Any children collected after this point will be recorded as having been collected late and this will be logged on their educational record.

On the rare occasions that it be required, it is the responsibility of parents/carers to contact school and advise if they are running late.

Any children not collected by 3.35pm will be taken to the school office and will be asked to sit in the entrance area. A designated safeguarding leader (DSL) will then determine the necessary course of action in accordance with local authority safeguarding procedures. In the first instance, this will certainly result in attempted contact with parents/carers, and then additional contacts logged on the child's record.

It is essential that parents/carers ensure that school has the most current contact details for at least two contacts who are able to care for the child.

The DSL may then determine it necessary to contact Birmingham City Council Children's Advice and Support Services (CASS) or to refer the matter to the police where contact has been unsuccessful.

A DSL may also determine it appropriate for the child to be cared for in the Busy Bodies before and after school club, with parents/carers incurring the costs of this childcare as per the charges of the club.

Frequent lateness is unacceptable and may be indicative of neglect as is detailed in the school's safeguarding and child protection policy. If a child is frequently collected late, arrangements will be made to discuss the issue with parents/carers and may result in a referral being made to CASS or additional support being sought through the local authority's early help support mechanism.

#### **Late collection from after school clubs including Busy Bodies:**

The same procedures detailed above are in place (with timings adjusted suitably) regarding late collection from any form of after school club or activity. Separate arrangements are however in place regarding late collection from the Busy Bodies as is detailed in the Busy Bodies policy.

#### **Information regarding the collection of pupils and nominated collector.**

UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED OFF THE PREMISES WITH ANYONE OTHER THAN AUTHORISED COLLECTORS i.e. THOSE SPECIFIED BY PARENTS/CARERS OR LEGAL GUARDIANS. Parents/carers must share with school the authorised collectors of their child and if there are any changes to these arrangements, parents/carers need to inform the school immediately either by contacting the school office, or by writing to the class teacher.

In cases where the new "collector" is unknown to the school, the school will ask for an introduction to the new "collector" to ensure they know by sight who is collecting the child. (It is the parent's/carer's responsibility to ensure the school knows who will be picking up their child.) If this introduction is not possible, school will request appropriate security measures are applied, usually requiring the agreeing of a password to ensure the safe collection of children.

All parents/carers need to be aware that school will always err on the side of caution and if needs be, will delay the collection of the child in question until the member of staff is completely satisfied.

If there is a request for a specific person NOT to be allowed to collect a child (e.g. in child protection or child custody cases), legal written instructions must be provided to the school by the parents/carers or legal guardians so the school is fully informed. Where legal instructions are not provided, school will endeavor to ensure that the request is complied with as part of its safeguarding responsibilities to all children. Parents/carers need to be aware though that with no legal written instructions, the school cannot legally prevent the child being collected by someone who has parental responsibility for them.