



**Pendeen School**

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Pendeen School

**Arrival & Collection Policy**

Date formally accepted by governors: June 2024

Date becomes effective: Immediately

Next review date: Date June 2025

Person responsible for implementation: Headteacher

## **ARRIVALS & COLLECTION POLICY**

Pendeen School 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. The purpose of this policy is to ensure that safeguarding procedures for the arrival and collection of children are robust, communicated well to parents/carers and adhered to by staff. This policy has been agreed by staff and governors and will be reviewed annually.

### **Arrival of Children**

Children should be accompanied by a responsible adult unless permission has been given for them to come to school alone.

All children can arrive between 8.45 am and 8.55 am. We do not expect children to arrive before this time unless they are accompanied by an adult who remains with them until 8.45am

There is opportunity to bring your child to Breakfast club, this starts at 8am to 8.45am

Children remain the responsibility of their parents/carers until 8.45am or 8am if attending breakfast club or funfit.

### **Collection of children**

#### **Foundation Stage and Key Stage 1**

Kynsa children are dismissed by the class teacher through Kynsa's outside door onto their outdoor play area. The children must be taken home by an adult and are not allowed to walk home on their own. For safety reasons we also do not allow Key Stage 2 children to collect Foundation Stage or Key Stage 1 children and walk them home. If you are unable to come yourself please arrange for another responsible adult to collect your child(ren).

Nessa children are dismissed by the class teacher or Teaching Assistant who leads the children to the Main Entrance door and waits with them. The children must be taken home by a grown-up and are not allowed to walk home on their own. For safety reasons we also do not allow Key Stage 2 children to collect Foundation Stage or Key Stage 1 children and walk them home without adult supervision. If you are unable to collect your child, please arrange for another responsible adult to collect your child(ren) by contacting the class teacher/school office.

Teyr is dismissed from the entrance door on the front playground and Peswara children are dismissed from their classroom at the end of the school day. By prior arrangement Year 4 5 and 6 children may be allowed to walk home by themselves if permission is received.

On admission to school, the office obtains the names and details of adults approved to collect a child. It is the responsibility of the parent/carer of a child to ensure the office is informed of any changes.

If a child is to be collected by an adult not already on the list, the parent MUST contact the school office to give consent. This can be verbal. Without consent and in line with our Safeguarding policy the school will not release a child to an adult un-named on the list.

## **Delayed collection**

All children should be collected at the end of school (3.15pm) unless they are attending an after school club. Parents need to notify the school immediately should, due to unforeseen circumstances, the arrangements for collections change or if they are delayed.

Any child not collected by 3:30pm (15 mins after the end of school) will be brought back into school and will wait in the main reception area. A member of staff will ring contact numbers to try to reach a responsible adult to collect the child. This will be logged as a concern if school have not been informed of a delayed collection. If the parent cannot be contacted by 4.15pm then the Headteacher or senior teacher will make a referral to the MARU (Multi-agency referral unit) and await further instruction from them. The Headteacher or Senior teacher will contact the MARU at 3.45pm if the family are known to social care or family services.

We will as carers, always remain calm as to not alert the child concerned. Under no circumstances will a child be allowed to depart from the school unless it is with a previously identified authorised person.

## **After school clubs**

Members of staff in charge of an after school activity should obtain written consent from a parent for the child to stay. The parent should have been informed of the finishing time (clubs last for one hour unless otherwise stated), and the member of staff should have arrangements in place so that they know how each child is to get home safely. When arrangements change for extra-curricular activities (e.g. due to the illness of the staff member running it), parents and carers must be in-formed, as this may affect arrangements for collection at the end of the day. This should be done as soon as possible by letter, email or text or Facebook.

If any extra-curricular activity is run by non-staff, a member of staff should stay until all children have been collected. Parents need to inform school if a child is not able to attend the club they have signed up for as registers are taken and the child's absence will need to be questioned.

## **Early Collection**

If at any time children need to be collected during the day parents/carers should report to the office initially where the class will be notified. Parents are required to sign their children out and state the reason for early collection.

Staff cannot prevent a separated parent from collecting their child unless there is a court order in the school's possession preventing that parent from having access to the child.