

St Nicholas' Primary School

Arrival and Collection of Children Policy



This policy is underpinned by the Rights of the Child. In particular, it aims to reinforce the delivery of Article

- ***Article 3*** The best interests of the child must be a top priority in all decisions and actions that affect children

St Nicholas' Primary 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 the Parent Council. Its messages will also be shared with children on a regular basis to remind them how to 'STAY SAFE'

Start of the school session

- The school office requests the bus schedule from every parent. These are collated into individual bus lists.
- The school office contacts all aftercare providers and requests their register. Please note, it can take a few weeks for the childcare provider to provide their register, it is vital the parents provide this information in the first instance.
- All class teachers are provided with a dismissal overview. This overview will be updated when all information is received from aftercare providers and reissued to class teachers.
- Class teachers should ensure this list is available for any supply/NCCT teachers.

Arrival of Children

- The gates to the main playground will be open, however please note that there is no adult supervision in the playground until 8.45am and children remain the responsibility of their parents/carers until this time.
- The gates to the small playground will open at 8.50 am, when there will be adult supervision.
- Bus children will be met off of the bus by a member of staff and will be monitored entering the school playground. Primary 1-3 children will be supported to the infant playground by P6-7 children.
- On days of heavy rain/inclement weather, the classroom doors will open from 8.50 am onwards and children may enter their classrooms then. A member of staff will supervise each floor, while children organise their belongings.
- If children arrive after the bell, they should be brought in to school through the main front door. The children will then be escorted or directed to class by a member of staff.
- Children may NOT leave the school playground once they have been dropped off.
- Both school gates are locked by approximately 9.10am for safety reasons.

Collection for Appointments during the School Day School

- Parents/carers should inform the school if their child has a medical appointment or other appointment to attend.
- Class Teachers will be informed of the pick up time and make arrangements for the child to be ready for collection.
- Parents/carers should report to the office to collect their child. Please allow enough time for the office to notify the class teacher and your child to be dismissed.

Dismissal Procedures

- Bus children go to the hall at 2.50pm. Primary 1 – 3 children are collected by an adult and taken to the hall.
- Staff in the hall will take a register of children going on each bus and escort children to the bus.
- Children who are in Karemore after school provision within the school, will meet Karemore staff at the back door of the main hall.
- Children who attend other after school provision will be met by after school staff in the area agreed by them outside of the school gates.
- Teachers will escort their children to the school gate. Primary 1-3 children will be met/handed over to a known adult. Primary 4-7 children will follow arrangements made by their parents e.g. collected by adult, walk home.

After school clubs

- A register of children attending clubs will be given to the class teacher.
- All children attending school clubs must have written consent from a parent/carer for the child to stay.
- Club leaders will collect a register from the office each time they take a club. They will return this register when they have dismissed all the children.
- The register will indicate whether a child is being picked up or has permission to walk home.
- When arrangements change for after school clubs (e.g. due to the illness of the adult running it), parents and carers will be informed by groupcall.
- 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.
- If a child is not collected from the after school club, procedures for 'changes to dismissal' will be followed (see below).

Stray Children

- All staff have safeguarding responsibilities towards all children. If a member of staff comes across an unaccompanied child within the building or outside the child should be asked whether they have already been collected and where their adult is.
- The child should be taken to the adult or to the office, who will then follow procedures for 'changes to dismissal' (see below).

Separated Parents

- Please note that 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.
- If school is unaware of arrangements and the collection by a separated parent is unusual and during the school day we will inform the prime carer that the other parent is here to collect their child.
- At any time if a child is anxious and was also unaware of the arrangement, school will make contact with the prime carer before letting the child go.

Changes to dismissal

- Parents should inform the office if there is to be a change to their child's bus schedule/after school provision, before 2pm where possible.
- If the office is informed of a long term change to bus schedule/after school provision, the dismissal overview will be updated and class teachers will be provided with an updated version.
- If school office is informed of a change in bus schedule for a particular day or for a short term (e.g. week), office staff will indicate this on the bus register. Office staff will put a date, comment beside this e.g. Mum call/email 1/12.
- School office will inform the class teacher of any changes to dismissal overview. This is given both verbally and as a short written reminder. If parents inform the school of a change of plan close to dismissal time, office staff may not have the opportunity to inform class teacher. In this situation, office staff must ensure the bus register is updated with correct information.
- Class teacher has the responsibility to inform the child of the change of plan.
- If class teacher is not going to be in class at the end of the day (e.g. NCCT), it is their responsibility to ensure the teacher is aware of change of dismissal routine.
- If there are any anomalies with the procedures e.g. a child says that they are not on the bus when the register indicates they should be, the office will confirm arrangements with a phone call.
- If a child has accidentally been put on a bus, the bus will bring the child back to school. The school will contact the parent to make arrangements to collect their child. School will review any such incidents on an individual basis to ascertain reasons why this has happened and review procedures accordingly.
- If a child is not collected by a parent as expected at the end of the day, the teacher will bring the child to the school office. A call will be made to parents to arrange collection.
- If a child says they are being collected but no adult arrives and they usually attend after school care on that day, the teacher will check with the afterschool provision before taking the child to the office. This is to confirm that the information the child has given is accurate. If afterschool provision confirm that they are expecting the child, the child will remain with aftercare.

If the aftercare provision is not expecting the child, the teacher will escort the child to the school office where they will cross check this information with the dismissal overview before contacting parents to arrange for the child to be collected.