

# Meriden Church of England Primary School



## Admissions, Arrivals, Departures and Uncollected Children Policy

<b>Approved by Full Governing Body</b>	<b>November 2019</b>		
<b>Signature of Chair</b>	<i>D Warwood</i>	<b>Date</b>	November 2019
<b>Review Cycle</b>	Three years	<b>Review Date</b>	November 2022

**This policy is part of the school's policies for safeguarding children. Our school will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.**

### Admissions

It is the responsibility of staff to ensure that an accurate record is kept of all children in school, and that any arrival or departure to and from the premises is recorded on our electronic system, Inventory, which all parents must use when children are taken from the premises earlier than the usual sessions. Similarly, when a child arrives late, parents must record the reason on Inventory.

Records of daily registers are kept by the school for the recommended years by Local Authority. The school's Designated Safeguarding Lead (DSL), Stephen Beamond, the deputy DSL, Sarah Parker, and Headteacher will ensure alternative providers are fully informed of children with open Child Protection [CP] files.

### Arrivals

Members of staff will be on duty on the front gate from 8.45am. All children should go straight into the classroom after their arrival into the playground. Parents can share information between home and school at the beginning or end of each day to ensure children's welfare is given high priority.

At the start of the school day, a member of staff will record the child's attendance in the daily register which is taken through SIMS. Any children arriving after the school gate has been locked **MUST** come into school via the front reception door and register on Inventory.

The Family Support Worker/office will endeavour to contact parents of any children not accounted for by 9.30am, to ensure the parent knows the child is absent and unable to attend, ensuring parents and school know where children are at all times.

The parent/carer of children attending other schools for alternative provision will be asked to notify us if the child is going to be absent as well as informing the alternative provider.

The school will inform CSAWS (Central Solihull Attendance and Welfare Service) of any child who has unsatisfactory attendance [below 90%] and a pattern of non attendance on certain days of the week.

## **Gates**

There will be at least two members of staff on gate duty from 8.45 until 9.00 to ensure children are kept safe. The main gates to the playground will be locked at 9 am. The main pedestrian gate at the front of the school will be used during the day to restrict access and protect the staff and children.

At 3.20 pm the main gate will be unlocked and opened. The top playground gates will be locked at 8.30am and unlocked for staff to exit the site at 3.30pm but will remain closed. Children are not allowed to use the top gates at any time.

## **Departures**

Teachers will escort their own class out of school every night. Foundation stage children are kept in classrooms until their parent/carer has arrived to collect them. All children not collected within 5 minutes are to be brought into school where it is safe and warm by their teacher.

If the children are to be collected by someone other than the parent/carer, this must have been pre-arranged (preferably in writing) before the end of the school day. The adult nominated to collect a child must be one of those named by the parent.

Permission and arrangements for children leaving the school at the end of the day will be a matter for discussion between the school and parents/carers, based on an understanding of a child's age, maturity and previous experience. Parents are invited to make their preference known for KS2 children as some parents wish their children to walk home alone. The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time.

All children must be collected from clubs by an adult unless written permission is given for the child to walk home. No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the club / school will telephone the parent/carer immediately and await their advice.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

## **Uncollected Children**

In the event that a child is not collected by an Authorised Adult at the end of a session/day, our school will put into practice agreed procedures. By Authorised Adult we mean a parent, friend or relative that has been appointed by the child's parent or guardian. Under such circumstances, the child will be cared for and kept safe by staff who are known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

## **Requirements of Parents**

Parents of children joining our school are asked to provide the following specific information which is recorded on our Data Checking Sheet:

- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative
- Place of work telephone number (if applicable).
- Mobile telephone number (if applicable)
- Names, addresses and telephone numbers of at least two other adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent
- Identification of who has parental responsibility for the child
- Information about any person who does not have legal access to the child eg. details of any court orders

On occasions when parents are aware that they will not be at home or in their usual place of work, they must inform us in writing of how they can be contacted. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the name, address and telephone number of the person who will be collecting their child (we will agree with parents how to verify the identity of the person who is to collect their child)

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take appropriate measures. We provide all parents with our contact telephone number.

### **Our Commitment to Parents**

We inform parents that we apply our child protection procedures as set out in our Child Protection and Safeguarding policies in the event that their child(ren) is not collected from school or Early Birds & Owls club by an Authorised Adult within one hour after the setting has closed (school: 3.30pm / Early Birds & Owls: 6.00pm). After one hour, staff can no longer supervise the child on our school premises. If a child is not collected, we will initiate the following procedures.

### **Procedures for Uncollected Children**

We expect pupils to be picked up promptly at the end of the school day, or at the end of Early Birds & Owls or extra-curricular clubs activities. If this does not occur we will assume an emergency has caused the delay and will instigate our procedure, unless parents contact us to let us know they will be delayed.

Parents of pupils who will be collecting their children, on the rare occasion, more than 15 minutes later than our finishing time are reminded to telephone us if they expect to be delayed. For pupils who are not collected at the expected time, the following procedure will be carried out by staff:

- Class teacher: check with the School Office to see if any messages have been received
- School Office: call the parents on given contact numbers. If no one is available on these numbers, the Headteacher / Deputy Headteacher should be informed
- A member of staff will remain with the child at all times
- Under no circumstances will staff go to look for the parent/carer, nor will they take the child home with them
- If the child has still not been collected one hour beyond the expected pick up time, and no contact has been established with the parents or emergency contacts, Meriden C of E Primary School is legally required to contact the local police, to advise that a child in their care has not been collected
- Advice and guidance will be sought from Multi Agency Safeguarding Hub (MASH) regarding next steps
- The child will stay at school in the care of two members of staff until he/ she is safely collected either by the parents or by a social care worker
- If the parents or emergency contacts still cannot be contacted by Children's Services, then the child will be admitted into the care of Solihull MBC
- Solihull MBC Children's Services MASH contact number: 0121 788 4300
- A full written report of the incident will be recorded in the child's file.