Health and Safety

End of Day Hand Over Procedures to Staff/Parent/Carer/Adult

Aims of this protocol

Guilden Morden recognises the importance of keeping pupils safe and aims to provide a safe and secure environment and the objective of this policy is to ensure a smooth drop off and collection process to always be in place.

General

To aid with continuity for the children, it is the parents' responsibility to arrive on time for pupil drop off or pick up. Late arrivals and early departures are acceptable but to be avoided if possible.

The school will be ready to receive the pupils prior to their arrival at 8:45 am and will ensure the pupils are ready to go home at their official departure time.

The school will request from parents/carers a list of those who have permission to collect their child during the school's admissions process and at least once a year thereafter. Any changes to these permissions must be made in writing to the school office. This will then be recorded on our information system and class lists will be updated.

If the named adults on the list will be collecting your child on a regular basis then please let the school office know so that this can be updated on our records. However, if the named adults on the list are collecting on an ad-hoc basis, you will still need to let the school office know beforehand so that this information can be passed on to the class teacher before the end of the day.

With supply or new staff, the school will endeavour to ensure a familiar, existing member of staff supports during end-of-day handover initially. Where this is not possible, the school will provide a discreet note taken from our information system for the supply or new staff member containing just the names of adults with permission to collect each pupil, with passwords where applicable.

EYFS - Preschool and Reception Classes

Pupils may only be collected by a recognised parent/carer.

Staff will ensure they recognise the person collecting the pupil and will operate a 'hand over' policy.

If a pupil is to be collected by a different adult, the parent/carer must inform the school office beforehand. The school will give a verbal message to the class based staff as they will likely not be able to check messages during class time.

A password will be requested from the parent that will also need to be to share with new adult by the parent.

The different adult will then be asked to share the password on arrival to collect the child.

In EYFS, any person sent to collect a pupil from school must be over 16 years old and the parent of the pupil must have given consent. The school may check this consent prior to releasing a pupil.

Staff will have the right to refuse to handover the pupil to an unfamiliar adult if they are unsure of the individual or the password is not shared correctly.

Key Stage One

There remains a 'handover' policy in Key Stage One, which means the member of staff must 'give' the pupil to a known adult at the end of each day.

As in EYFS a password system will be used with parents when a new or unknown adult is collecting a pupil.

Parents have a responsibility to inform the school if a pupil is going home with a different pupil or is being collected by a different adult.

Please inform the school office and the school will give a verbal message to the class based staff as they will likely not be able to check messages during class time

In Key Stage One, any person sent to collect a pupil from school must be over 16 years old and the parent of the pupil must have given consent. The school may check this consent prior to releasing a pupil.

Key Stage Two

There also remains a 'handover' policy in Key Stage Two where pupils are dismissed to a known adult at the end of each day.

As in KS1 a password system will be used with parents when a new or unknown adult is collecting a pupil.

Parents have a responsibility to inform the school if a pupil is going home with a different pupil or is being collected by a different adult.

Please inform the school office and the school will give a verbal message to the class based staff as they will likely not be able to check messages during class time.

In Key Stage Two, any person sent to collect a pupil from school must be over 14 years old and the parent of the pupil must have given consent. The school may check this consent prior to releasing a pupil.

Permission to walk home alone (Year 5 and 6 only)

Pupils in Y5 and Y6 may go home without an adult. However, the school or the class teacher will need to have written notification of this at the beginning of the academic year or as soon as the change arises mid year.

Teachers will be informed of the list of Y5/Y6 pupils who have permission to walk home alone and this will be available in the class but not openly visible. Supply staff will be informed of this information when they arrive.

Pupils who do not have permission to walk home alone, must wait with the school adult until their adult comes to class to collect. Pupils must not be dismissed to a parent in the distance. Staff will ensure they have visual confirmation that the parent is aware the pupil is being released.

Permission to go home with whomever is picking them up

All teachers will be aware of who is picking up individual pupils and any changes to this will be updated on our information system and shared with class-based staff.

Pupils are not allowed to leave with someone who does not have permission or has not had a parent call in or email to make school aware.

In the case of marital or custody disputes, unless there is a Court Order in place and the school has had sight of this, the school does not have the right to prevent a pupil leaving with either parent who has parental rights.

In the event of a Court Order, the school will only release the pupil to the parent stated at that time in the Court Order, unless prior written permission is granted by this parent.
If a parent/carer, who is not named as having access/current responsibility for the pupil attempts to collect the pupil, the school will not release the pupil and will contact the parent/carer named on the Court Order as having current responsibility.
If the attendance at the school results in risk to adults or pupils, the school will contact the police for support.

Should a parent/carer come to collect a pupil and the school suspect that they may be under the influence of drugs or alcohol, or otherwise unable to care for their child, we will detain the pupil and attempt to contact another carer (e.g., the other parent or emergency contact) to ask them to come and escort the adult and child home. We may also contact the Social Services Duty Desk and/or the police for advice and support.

Monitoring

The school will regularly review this protocol, as it does all areas of safeguarding, to ensure the protocol is effective and appropriately implemented. End of day procedures will be monitored by the means of 'safeguarding walks' at least once a term.

Late Collection or Non collection

It is the responsibility of all parents/carers to arrive at a good time to collect their child. If a parent/carer/representative has not arrived after 15 minutes they are deemed late, and the following procedure takes place:

- The pupil will continue to be cared for as usual and every effort will be made to make sure the pupil is not upset by the situation.

- Attempts will be made to contact the parent on all the given telephone numbers. If this produces no result, the pupil's designated emergency numbers, including work contacts (if known), will be used to contact a responsible adult. The school may seek to contact the education and/or care settings of siblings to establish if they have been collected or have had contact from parents/carers.

- If, after one hour the parent or carer has still not arrived and staff have been unable to make contact with another member of the family or family friend it may be necessary to contact Children's Social Care Services and/or the police and take their advice.

Before and After School Club

Collection and Drop-off Protocol

Aims of this protocol

The school recognises the importance of keeping pupils safe and aims to provide a safe and secure environment and the objective of this policy is to ensure a smooth drop off and collection process to always be in place.

List of attendees:

- Cool club will provide the office staff with an updated list of attendees. This will be distributed to teachers.
- If there is a change to the previously agreed arrangement, parents/carers must notify the school office by 3pm on the day of the change. This change will be verbally shared with class-based staff.

Drop off:

- The Cool club will maintain a register of attendees.
- If they are expecting a pupil, who does not arrive they will follow their own processes and inform the school office at the start of the day.
- Pupils attending Cool club will be taken by a staff member to their class at 8:45 am.
- The adult will make sure the teacher is present and make them aware they are dropping the pupil.

Collection:

Pupils must stay in their class and be supervised by their class teacher or teaching assistant until they are collected by an adult from the Cool club.

Pupils from EYFS and KS1 will be collected by the staff member from Cool club at 3:15pm.

Pupils from KS2 will be collected by the staff member from Cool club at 3:15pm.

In the event of a pupil being collected early from school during the day, the office manager should inform the member of Cool club.

In the event of a pupil missing who was expected to attend Cool club and his/her whereabouts are unknown, a staff member from the club must notify the office, and DSL immediately. Missing Child protocol will then be triggered.

If a pupil is collected by a parent/carer at the end of the school day, but was booked into a club, the member of staff who hands-over the pupil, will ensure that the club know they have been collected.

If a Y5/Y6 pupil is booked into a club, they must attend even if they say they have permission to walk home alone, until such a time as the club staff can establish satisfactory permission from parents/carers.

Use of school premises for non-school activities

As Keeping Children Safe in Education 2022 para. 166-67 sets out:

> *Where proprietors hire or rent out school facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) they should ensure that appropriate arrangements are in place to keep children safe.*
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> *When services or activities are provided by the proprietor, under the direct supervision or management of their school staff, their arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The proprietor should therefore seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place to liaise with the school or college on these matters where appropriate. The governing body or proprietor should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.*

Therefore, the school will seek assurances that such lettings/providers/persons have appropriate safeguarding policies, procedures, and checks. The school will require the co-operation and understanding of these bodies to ensure children are appropriately protected.