Policy Information Sheet

Name of Policy:	**Arrivals and Departures Policy**
Delegated Authority	☒ Trust Board ☐ Nominated Committee ☐ CEO ☐ CFO ☐Other _____
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Related Guidance: Keeping Children Safe in Education 2026; Working Together to Improve School Attendance (2026); Independent School Standards; Equality Act 2010; Health and Safety at Work etc. Act 1974; SEND Code of Practice.

1. Purpose

This policy sets out the procedures for the safe arrival and departure of all pupils attending Hartlepool Free School. It applies to all pupils, staff, contractors, volunteers, transport providers and visitors. The school will ensure robust safeguarding arrangements, accurate attendance recording and safe handover procedures.

2. Principles

The school will ensure pupils are supervised appropriately, attendance is recorded promptly, only authorised adults collect pupils unless alternative arrangements have been verified, and all concerns are managed in accordance with safeguarding procedures.

3. Roles and Responsibilities

The Principal has overall responsibility for implementation. The Designated Safeguarding Lead oversees safeguarding concerns linked to arrival and collection. Staff supervise pupils and follow signing-in/out procedures. Parents must ensure punctual attendance and notify the school of changes to collection arrangements.

4. Morning Arrivals

The site opens at a time determined by the Principal. Staff supervise designated arrival points. Pupils arriving by local authority transport, taxi or school transport are received by staff. Parents must accompany pupils to the agreed handover point where required by individual risk assessment. Late arrivals must report to reception and be signed in.

5. Attendance

Registers are completed in accordance with statutory guidance. First-day absence procedures are followed for unexplained absence. Persistent lateness is monitored and addressed in line with the school's attendance procedures.

6. Departure Procedures

Pupils are released only to authorised adults, approved transport providers or through agreed independent travel arrangements. Staff verify collection arrangements where necessary and maintain supervision until handover.

7. Changes to Collection
Parents must notify the school of permanent or temporary changes. Unknown adults may be required to provide identification and a pre-agreed password or verification before a pupil is released.

8. Uncollected Children
If a pupil is not collected, staff continue supervision while attempts are made to contact parents and emergency contacts. Senior leaders are informed. Where necessary, Children's Social Care and/or the Police will be contacted in line with safeguarding procedures.

9. Pupils Leaving During the School Day
Pupils leaving for appointments must be signed out by an authorised adult and signed back in on return.

10. Transport
Transport providers must follow agreed handover procedures. Individual transport risk assessments are followed for pupils with medical, behavioural or mobility needs.

11. Safeguarding
Any concern regarding collection arrangements, unauthorised adults, domestic abuse, court orders, child protection or missing pupils will be managed immediately under the school's safeguarding procedures and KCSIE.

12. Health and Safety
Vehicle and pedestrian routes will be managed to reduce risk. Staff high-visibility procedures, visitor controls and site security arrangements will be maintained.

13. Equality and SEND
Reasonable adjustments will be made to ensure safe arrival and departure for pupils with SEND. Individual arrangements recorded in EHCPs or risk assessments take precedence where appropriate.

14. Monitoring
The Principal will review incidents, attendance patterns, safeguarding concerns and transport arrangements annually to improve procedures.

Appendix A - Arrival Checklist
- Supervision in place before pupils arrive.

- Gates and entrances monitored.
- Registers completed promptly.
- Late arrivals signed in.
- Safeguarding concerns reported immediately.

Appendix B - Departure Checklist

- Only authorised adults collect pupils.
- Identity verified where necessary.
- Transport handover recorded if required.
- Uncollected children procedure followed.
- Incidents logged.