



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

Aims of this protocol

Holme C of E Primary Academy 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 to be avoided if possible, unless there are exceptional circumstances.

The school will be ready to receive pupils at 08:40am in preparation for the school start time of 8:50am. The school will ensure the pupils are ready to go home at their official departure time of 3:10pm (EYFS/KS1) or 3:15pm (KS2).

The school will request from parents/carers a list of those who have permission to collect their pupil during the school's admissions process. Any long-term changes to these permissions must be made in writing to the school office. It is the parents/carers responsibility to ensure that this information is kept up to date and reviewed at least annually. This will be recorded on Pupil Asset and in-class lists will be updated immediately of any changes made.

With supply or new staff, the school will endeavour to ensure a familiar, existing member of staff supports during end-of-day handover initially. The school provides a discreet file in each classroom containing just the names of adults with permission to collect each pupil. This file is updated immediately in the event of a change of permanent permission arrangements, and after every annual permissions update.

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 beforehand via the school office. This will be added to CPOMs with classroom staff flagged for information and followed up with a verbal message to classroom staff as they will likely not be able to check emails during class time.



If the different adult is not known to the staff, the different adult may be asked for identification to confirm their identity before your child is released into their care.

Staff will have the right to refuse to handover the pupil to an unfamiliar adult if they are unsure of the individual or they are unable to confirm their identity. In this scenario, school staff will contact the main parents/carers to confirm arrangements before hand over is completed.

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, identification may be asked for 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.

This will be added to CPOMs with classroom staff flagged for information and followed up with a verbal message to classroom staff as they will likely not be able to check emails during class time.

Key Stage Two

There continues to be a 'Handover' Policy in Key Stage Two as above, with the exception of that listed below.

Pupils in Year 5 and 6 may go home without an adult. However, the school will need to have written notification of this at the beginning of the academic year, or at the point in which parents/carers make this decision if later.

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

Teachers will be able to see via Pupil Asset whether pupils have permission to walk home alone.

A permissions list for each class is available in the classroom with photos of the pupils (not openly visible, where permission has been granted). Supply staff are informed of this list when they arrive.

Pupils who do not have permission to walk home alone, must wait with the school adult until their adult comes to the playground 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 before releasing the pupil.

Permission to go home with whomever is picking them up

All teachers will be aware of who is picking up individual pupils; any changes to this will be put up in the folder in each classroom so both the teacher and pupils are aware.

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.

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.

In the case of marital or custody disputes, unless there is a Court Order in place and school have had sight of this, the school do **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.

Late Collection or Non collection

It is the responsibility of all parents/carers to arrive in 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

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seek to contact 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.

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.

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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:

- Wraparound/Out of school provision will be with an updated list of attendees by the school office. This will be distributed to teachers. Teachers are to tick off the pupils daily who will be attending a club.
- If there is a change to the previously agreed arrangement, parents/carers must notify the school office by 1pm on the day of the change. This change will be shared with class-based staff via CPOMs and followed up verbally.

Drop off:

- Holme from Home Club will maintain a register of attendees.
- If they are expecting a pupil, who does not arrive they will inform the school office at the start of the session.
- Pupils attending the wraparound provision will be taken by a staff member to their class drop off point at 08:40am.
- The Wraparound staff member will make sure the teacher is present and hand the pupil over to school staff at the dedicated place.

Collection:

Pupils must be supervised by their class teacher or teaching assistant until they are handed over to the Wraparound/Club provider to be registered at 3:10/3:15pm.

In the event of a pupil being collected early from school during the day, the class teacher/office staff should inform the member of Wraparound/Club provider.

In the event of a pupil missing who was expected to attend Wraparound/Club and his/her whereabouts are unknown, a staff member from the Wraparound/Club provider must notify the school office and a 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,

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will ensure that the Wraparound/Club provider know that they have been collected.

If a Y5/6 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 2021 para. 155-56 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.

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.

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