End of Day Handover Protocol

Aims

At the Swaffhams, we recognise the importance of keeping pupils safe and aim to provide a safe and secure environment. The objective of this policy is to ensure a smooth drop off and collection process is always in place.

General

It is the parent/carer's responsibility to arrive on time for pupil drop off or pick up. Late arrivals and early departures must be avoided wherever possible.

- The school will be ready to receive the pupils prior to their arrival at **8:35am** and will ensure the pupils are ready to go home at either **11:45am** (Nursery) or **3:15pm** (Nursery, Reception, KS1 and 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 and at least once a year thereafter. Any long-term changes to these permissions mid-year must be made in writing to the school office. This will be recorded on Bromcom and in-class lists will be updated immediately.
- If a pupil is to be collected by a different adult, the parent/carer has the responsibility to inform the school beforehand by telephone or email. A 'temporary change to usual collection arrangements' form, will be completed in the event of a one off change of collection, which will be passed on to classroom staff to inform them of changes to usual arrangements. The parent/carer will be requested to create and share a password with the new adult, who will then be asked to share it with staff on arrival to collect the child.
- In each classroom, a file will be available containing lists of adults with permission to collect pupils.
- 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 provides a discreet file in each classroom containing just the names of adults with permission to collect each pupil, with passwords where applicable. This file is updated immediately in the event of a change of permanent permission arrangements, and after every annual permissions update.

Nursery

EYFS staff hand over pupils direct to parents/carers, who collect from the main gate/Nursery entrance at 11:45/3:15.

Reception, Key Stage One and Key Stage Two

Staff will ensure they recognise the person collecting the pupil and will hand over, making sure that the staff have clear sight of the person collecting and that they can see that the pupil is being released into their care.

If a pupil is to be collected by a different adult, the parent/carer must inform the school beforehand by telephone or email that a different adult will be collecting their pupil.

- A written message will be given to classroom staff from the school office in the afternoon to inform them of any changes to the usual arrangements.
- The parent/carer will be requested to create and share a password with the new adult, who will then be asked to share it with staff on arrival to collect the child.
- 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.
- 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.
- Classroom staff will receive a written message slip to inform them of the change and the password.

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

- Pupils in Year 5 and 6 may walk or cycle home without an adult. However, the school or the class teacher will need to have been notified in writing beforehand.
- Teachers will be able to see on the end of day lists whether they have permission to walk home alone.
- A permissions list for each class is available (not openly visible). Supply staff are informed of this list.

Court orders

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 responsibility.

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 Failure to Collect

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 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.

School Bus

Parents must apply for school transport from the county if they are eligible. The school receives information from county transport as to which children will be using school transport. Parents must inform the school office if there are alternative arrangements such as attendance at school clubs or being collected from school. A bus register is held in the school office which lists who will be travelling by bus each day.

After School Clubs

List of attendees

A list of attendees will be held in a file in each classroom. Each club will provide the office staff with an updated list as necessary, which will be distributed to teachers.

Drop-off at School's Out/After School Club

- Pupils will be taken to the hall at or after 15:15 by a teacher or TA, to be handed over to School's Out/After school staff.
- In the event of a pupil being collected early from school during the day, the class teacher should inform a staff member from School's Out/After school club.
- In the event of a pupil missing who was expected to attend School's Out/After school 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 knows they have been collected.
- If a Y6 pupil is booked into School's Out/After school 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.

Drop-off at Other Clubs

- The club must provide a list of attendees which is circulated to each class
- Pupils will be taken to the club at or after 15:15 by a teacher or TA, to be handed over to after-school club staff from the classroom.

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.