

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

Aims of this protocol

William de Yaxley CE 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 acceptable but to be avoided if possible.

The school will be ready to receive the pupils prior to their arrival at 8.40 a.m. 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 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 Pupil Asset and in-class lists will be updated immediately.

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 maintains a discreet file in the Office containing 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.

If a child remains uncollected at the end of the day, the process is for the adult responsible for that class, to report to the Office and ascertain what the agreed arrangements for collection on that day are.

If necessary, the Office staff will then call the parent/carers to ascertain their whereabouts and estimated time of arrival.

Unless permission to walk home alone is recorded:

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

Staff will ensure they recognise the person collecting the pupil and will operate a line of sight 'hand over' process.

01353 656760

www.demat.org.uk

DEMAT Office Address:

Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

The Diocese of Ely Multi-Academy Trust (DEMAT)

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Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX

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If a pupil is to be collected by a different adult, the parent/carer must inform the school Office beforehand. This will be added to the school record held in the Office accordingly and followed up with a verbal message to classroom staff as they will likely not be able to check emails during class time.

Staff have the right to refuse to handover the pupil to an unfamiliar adult if they are unsure of the individual or the child cannot confirm they know the person collecting.

Key Stage Two

Pupil's in Y5 and 6 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.

There may also be exceptional circumstances whereby, after discussion with the Headteacher and a permission is given for specific children in lower Key Stage Two can be escorted home by an older sibling.

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

Teachers and pupils will be able to see Pupil Asset/Office maintained records, whether they have permission to walk home alone. These groups are updated by the Office when new information is made available by parents.

A permissions list for each class is available by the door to the corridor with photos of the pupils (not openly visible). 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 gate 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; any changes to this will be put up on a board/folder in each classroom so both the teacher and pupil 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.

Older siblings within Year's 5 and 6 may collect younger siblings from year's 3 and 4, only if they can evidence that an adult is waiting to collect all of the party.

Year 5 and 6 children are not routinely considered sufficiently responsible to accompany younger siblings "home alone, as per statement under **Key Stage Two heading**.

The gates are supervised by members of the SLT and Site Manager who will use mobile phones in communication with the school office for any collection queries that may arise.

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.

Failure to collect a child within a reasonable timescale will result in this child being supervised by our staff or out of hours' provision – this is a chargeable service (please see Late Collection or Non collection paragraph below)

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 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.

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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:

- J.A.G. After school club will provide the office staff with a daily updated list of attendees. This is received into the school office by midday (daily) and will be made available to teachers. Teachers are to familiarise themselves with pupils who attend J.A.G. each day.
- If there is a change to the previously agreed arrangement, parents/carers must notify the school office by 2.30 p.m. on the day of the change. This change will be shared with class-based staff via CPOMs/email and followed up verbally by a member of the Office/Site team.

Drop off:

- The J.A.G. breakfast 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 the breakfast club will be dismissed across the courtyard by a club staff member to their class at 08.40.
- It is the responsibility of the J.A.G. staff to ensure that the teacher/adult from William de Yaxley CE Academy is present and able to receive the child into the classroom and make them aware they are dropping the pupil.

Collection:

Pupils must stay in their classroom and be supervised by their class teacher or teaching assistant until they are dismissed across the courtyard into the new hall area and met by an adult from J.A.G..

Pupils from KS2 will be received by the staff member from J.A.G. at 15.10

In the event of a pupil being collected early from school during the day, the office staff should inform the member of J.A.G..

In the event of a pupil missing who was expected to attend J.A.G. 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 that J.A.G. know they have been collected.

If a Y5/6 pupil is booked into J.A.G., 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.

In the event of an after school club being cancelled:

- School will make every attempt to contact parents and trusted adults on the contact list to inform them of the cancellation
- A member of the school staff will look after children for 15 minutes after the end of the school day if not collected at 3.15 p.m.
- At this time, or if no response has been given by the call list adults previously, children will be booked into J.A.G. After-School provision and cost applied to the parent/carer accordingly.

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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