



# Britannia Bridge

## Primary School



# Arrival and Departure of Staff, Parents and Volunteers

## **Arrival and Departure of Staff, Parents and Volunteers**

### **The arrangements for bringing children in to the setting are:**

- The main door is unlocked by the caretaker and the alarm is deactivated. Staff are able to arrive at the building any time from 6:30 a.m. onwards. They are expected to be present at work for 8.30a.m. Any volunteers attending the setting during a session are asked to arrive at 8.30a.m when a member of staff is present.
- The visitor will need to sign in at the main office and receive a badge to wear identifying them and the purpose of their visit to School.

### **The Departure arrangements for all staff, parents and volunteers in the Nursery are:**

- Parents are asked to follow the departure arrangements of the children as set out in this policy.
- Volunteers may be asked to continue their help after the session by tidying up and preparing for the next session. The volunteer may leave via the main door at a mutual time that has been set between the volunteer and the play leader and sign out.
- Staff will follow their working hours as set by their contracts or arranged over time. Each member of staff will leave the setting via the main door.
- If members of staff leave the school at lunch time they will be required to sign out & in again on their return, the same applies if a member of staff leaves School to attend a course or training.

## **Arrival and collection of children in Nursery**

### **The arrangements for bringing children in to the setting are:**

The main door is open at 8:50 am for the morning session and 12.30 p.m. for the afternoon session. Parents are encouraged to help their child choose a peg for their coats and book bags. Parents are invited to help their child settle in before the session starts. Parents are then asked to leave promptly, as long as their child is happy and settled.

- We do not allow any child to be let into the Nursery without a member of staff being made aware of his/her arrival.
- The procedures for collecting children are: 12.000 a.m for the morning session or 3:30 p.m for the afternoon session. The main door is supervised by a member of staff. Parents are invited to come into the Nursery to collect their child and have a chat to the key worker if necessary.
- We only permit the authorised adult to collect a child from the Nursery unless we have already received written permission for another named adult to do so. Proof of identity will be required if that person is not known to the Nursery along with a password which has been made known to the School. We only release children into the care of an adult.
- In an emergency situation, where the authorised adult cannot collect the child, the person who does collect the child will need to provide evidence that he/she has the authorisation of the parent/carer. The child's safety will be the primary concern at all times.

## **Guidelines for Arrival and Collection of Children in School**

### **Key Stage 1, Reception, Years 1 and 2.**

- Doors open at 8.50am
- Parents are asked to watch their children enter their classroom. Prior to entering school parents are responsible for supervision of their children.
- If necessary parents are invited to support very young children or new children in finding their coat peg, tray and helping to settle them into school. If children are finding it hard to settle, then parents are asked to stay for up to 5 minutes. After this time we will ask parents to leave. This is because in our experience children usually settle down once their parents have gone, the situation is usually more upsetting for the parents than the children! At the end of the school day, children will be dismissed to an authorised adult, who knows the child's password.

### **Key Stage 2. Years 3, 4, 5 and 6.**

- Children can enter the playground from 8.30a.m and the doors will open at 8:50am.
- Children are asked to enter school by themselves as they are older and more independent.
- Children may need support on occasions – if they are new, have sustained an injury etc., parents will be asked to bring their children in through the Office.
- Children will be dismissed through the class doors at 3:30pm.
- Parents (without animals) are invited onto the playground to wait for children. Children know that if there is no adult to collect them and they do not walk home on their own they need to tell the teacher on duty and wait with them.
- We would not expect children younger than Year 5/6 to be walking home by themselves. Please let us know if your child is able to walk home on his/her own, also let us know if you/ usual carer are unable to collect your child so that we can let your child and their class teacher know.

## **Clubs**

- It is the responsibility of the adult running a club to dismiss the children and ensure that a known adult is there to collect them.
- We would not expect children younger than Year 5/6 to be walking home by themselves. Please let the person running the club know if your child is able to walk home on his/her own, also let them know if you/ usual carer are unable to collect your child so that we can let your child know.

## **PROCEDURE FOR CHILDREN NOT COLLECTED AT THE END OF THE DAY**

Britannia Bridge Primary School has a statutory duty to safeguard and promote the welfare of its pupils, and that this duty extends to having arrangements in place for dealing with children not collected from school at the end of the school day or school activity.

- The school will ensure that before a child starts school details of the child i.e. date of birth, address, address of both parents and their contact details, who has parental responsibility for the child etc. are obtained. It is also important that details of the child's emergency contacts are sought. Parents are reminded, on a regular basis, to inform the school of changes to any of these details.
- All KS2 teaching staff should know which of their children have been given consent by their parents/ carers to walk home alone.
- KS1 children are not allowed to leave school unless accompanied by an identified adult or as instructed by a parent.

This policy should be followed on those occasions where a child has not been collected from school at the end of the day and it has not proved possible to contact the parent(s)/carer(s) or the emergency contact person for the child. These situations are time consuming for the school and can be upsetting for the child, but in the majority of cases the child is collected albeit late from school.

There may be occasions when parents/carers fail to collect a child due to an accident, illness or other emergency which will result in the child not being able to go home at the end of the day. On these occasions, it is important that a protocol is available, which will enable the child to be looked after in a safe and welcoming environment.

The guiding principle in dealing with any situation, in which a child is not collected from school must be to minimise distress to the child and for him or her to remain in familiar surroundings and/or with familiar people for as long as possible.

If a child has not been collected, the school should make every possible attempt to contact the parent(s)/carer(s). The child may well be able to indicate if something out of the ordinary has happened at home (e.g. parental illness or absence). On some occasions another parent may offer to take a child home with them. Schools will never release a child into the care of another adult without the consent of the parent(s)/ carer(s). Neither will members of staff take, or drive, children to their home or to the home of the child(ren) unless in exceptional circumstance this is agreed with parents or other statutory partners (i.e. social care/ police). Plans for transporting the child will be dependent upon staff availability out of hours and will take into consideration, the need for adequate insurance cover, appropriate gender balance, and any information about special needs or behavioural difficulties. Where possible, two adults should be present.

If the school cannot contact anyone, they will make every effort to reassure the child and keep him/her in a friendly and familiar place until an identified person arrives. If no one has arrived after one hour following the school closing time (4:30pm) and no contact has been made, the school will contact the Local Authority's Children's Social Care Team. The Teaching Assistant on duty will keep a record of incidents where parents do not collect a child from school, are late in doing so, (for no good reason) or where this is a repeat occurrence. If parents repeatedly do not collect children a letter will be sent expressing concerns. Any safeguarding/ welfare concerns arising out of such an incident(s) will be dealt with in accordance with the school's safeguarding procedures. Children not collected from school are the overall responsibility of the Head Teacher, Deputy Head, Leadership Team and safeguarding lead.

## **Staff**

- Staff can arrive from 6.30a.m. It is only necessary for staff to sign out if they are leaving school at lunchtime or to go on a course. If they return to school during the day they are required to sign back in (this is for fire regulations)
- If staff want to come into work during holiday times they will need to sign in and out so that the caretaker knows who is on the premises.
- Signing in and out will be monitored by the office staff.

*C. Pidgeon-Duncalf*

**Mrs Pidgeon-Duncalf**

Headteacher

Date 12/11/22

*D Harrison*

**Dorothy Harrison**

Chair of Governors

Date 12/11/22

# Happiness

# Encouragement

# Aspirations

# Respect

# Team-work



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Chair of Governors: Mrs D Harrison