

Harriet House School

Arrival and collection Policy:

Principles and Implementation



Review date: February 2024

### **Arrival and collection of children policy**

Harriet House consider the safety and security of the children to be paramount. Therefore, it is important that the arrival and collection of children is carefully monitored to ensure that staff always know who is on the premises. We also acknowledge the importance of clearly defined routines for helping children to settle in to school. To achieve this it is our policy that:

- The children's entrance to the school is only open at arrival time, which will be monitored by a member of staff. This is Monday to Friday 8.30 until 9.00am
- Parents/carers are welcome to come into the school at arrival times to help hang up their child's coat and change their shoes (if necessary)
- Each child is welcomed by a teacher.
- Parents who arrive after this should ring the doorbell and wait for a member of staff to come to the door. On these occasions the parent should hand their child to a teacher at the door.
- On collection 12.30, 1.30, 3.30 and 5.30/6pm we ask that parents wait outside and we will say goodbye to each child. Staff will check the playground to see which adults are present before the door is opened and will then take the child out to the respective adult. We need a signed consent and the registered secure password for other family members, carers or friends who are entitled to pick up your child.

Any messages or information given by any parent is noted in the message book in the office and on the collection forms in the cloakrooms. If children are not to be collected by an authorised adult, the parent must notify the school by writing who will be picking up their child on that day on the

collection form in the cloakroom. The person collecting will be asked to provide the secure password.

If an adult without consent arrives to pick up a child we will have to contact the parent directly before allowing the child home. In a case of an emergency, a parent can leave a message on the school phone, giving authorisation for somebody to pick up his or her child (but **must** provide the registered secure password).

On occasions when parents are aware that they will not be at home or in their usual place of work, they need to go to the school office where contact details will be noted.

#### THE LATE/NON COLLECTION OF CHILDREN

Please remember your child will become distressed if you are very late, or even regularly late. Children don't like to be the last to leave or to worry that you may not come for them. Obviously, if you are delayed by traffic or something unavoidable, please contact us by telephone and let us know what is happening.

If your regular collection cannot be adhered to, you have the option to call the office to arrange a place in the After School Club.

Any children that have not been collected need to have two members of staff to look after them.

If you (or your child's carer) do not collect your child at the correct time the following procedure will be followed:

- After 15 minutes a teacher will telephone you at home and/or work.
- If no contact has been made within a further 15 minutes, the teacher in charge will telephone the emergency contacts using the numbers in the Emergency Contacts File
- If no one on the emergency form can be contacted within a further 15 minutes, the teacher in charge will contact the Social Services, the Child Protection Unit or the Police.

We have to follow these procedures as this is in line with current Child Protection legislation. Every possible effort will be made to contact you before this drastic action is taken!

Implementation date: September 2015

Updated: February 2018

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