

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

Anthony Curton School recognises the importance of keeping pupils safe and aims to provide a safe and secure environment. The objective of this policy is to ensure a smooth drop off and collection process will always be in place.

General

It is the parent's responsibility to arrive on time for pupils drop off or pick up. Late arrivals and early departures are acceptable with a valid reason but are to be avoided if possible.

The school will be ready to receive pupils at their arrival time of 08:40am and will ensure the pupils are ready to go home at their official leave time of 3:15pm.

The school will request parents/carers to provide school with a list of people who have permission to collect their child during the schools admission process, and at least once a year and thereafter. Any mid-year, long-term, changes to these permissions must be made in writing or emailed to the school office. This will be recorded on Pupil Asset for members of staff to check up on.

If there is a supply teacher or new member of staff, the school will endeavour to ensure a familiar, existing member of staff (usually the Teaching Assistant) will support during the end of day handover. Members of staff will ask the school office staff if they are not familiar or are unsure of a change of permanent permission arrangements, whereby the office will contact the Parent/Carers by telephone to check.

Reception Class

Pupil's may only be collected by a recognised parent/carer.

Staff will ensure they recognise the person collecting the pupil and will operate a "handover" policy.

If a pupil is to be collected by a different adult, the parent/carer must inform the School Office. A password will be given to the different adult to share on arrival with the class teacher before any hand over is given.

Staff will have the right to refuse to handover the pupil to an unfamiliar adult, or if they are unsure of the individual.

Key Stage One

The Handover policy remains the same as above, which means the member of Teaching staff must handover the pupil to a known adult at the end of the day.

As in EYFS a password system will be used with parents when a new or unknown adult is collecting a pupil.

Parents have a responsibility to inform the school office if a pupil is going home with a different pupil or being collected by a different adult.

Key Stage Two

If the school has written permission, pupils in Y5 and Y6 may go home without an adult. However, this will only be in place if the school office have been informed by email at the beginning of the academic year or by telephone or email on the day.

Permission to walk home alone (Y5 and Y6)

Teachers will be able to see via pupil asset whether children have permission to walk home alone.

Pupils who do not have permission to walk home alone, must wait within school until their adult comes to playground to collect them. 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; if there are changes, the school office will verbally inform the teacher on the day.

Pupils are not allowed to leave with someone who does not have permission or has not had a parent telephone in or in email to make school aware.

Any person sent to collect a pupil from school must be over 16 years of age and the parent of the pupils must have given consent prior to school releasing a pupil.

After School Club Non collection of pupil

Any child not collected on time (or within 5 minutes) will automatically be sent to the After School Club. Parents will be telephoned to find out what the reason is, but a late charge fee of £10.00 will be charged on Pupil Asset.

Court Order/Marital Disputes

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 the parents.

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 of parents at the school results in risk to adults or pupils, the school will contact the police for support.

Parent/Carer not fit for collection of Pupil

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, school will detain the pupil and attempt to contact a different carer on the emergency contact list to ask them to come and escort the adult and child home. We may also contact the Children's Services Duty Desk and or the police for advice and support