



## **Procedures for the start and end of the School Day**



### **Arrival**

The school day begins at 9.00am though the doors open at 8.45am. The school is not responsible for the children until they come into the school building at 8.45am.

Parents of children in years 1 – 6 should say goodbye at the gate/door so that children enter the school's main front door independently.

Parents of children in FS2, may come into Otters' cloakroom area or classroom during term 1; from term 2 onwards, please say goodbye at the gate by Otters' outside area.

We would kindly ask that parents do not come into the school in the mornings, except when going to the main school office.

### **End of Day**

The school day ends at 3.15.

Children in Otters class can be collected from gate at the outside play area.

Foxes and Badgers can be collected from 'Isobel's Garden' by the front entrance.

Each September, parents will be asked to inform us of who is collecting their child. We will not release a child to anyone not on the list, unless we have received a message from the parent.

### **After School Clubs**

Only children who have signed up to, and have gained a place, in a particular club may attend. We are unable to take responsibility for a sibling of a child who is attending a club.

### **School Toilets**

These are for use during school hours and for children attending after school clubs. Unfortunately, for reasons of health and safety, we are unable to allow children or adults to come back into the building after school to use the toilets.

### **Contact Information**

Parents must provide the school with a record of their contact details:

- Name/s
- Address/es
- Telephone numbers – mobile, home, work

- Parents must also provide the school with the contact details of two other relative/carers who can be called when the parent/carer cannot be contacted or in the event of an emergency.

The school aims to keep this record up to date by asking parents to review their data collection sheets each October and by reminding parents in newsletters of the need to notify the school of any changes.

**When a child has not been collected as expected by parents\* at the end of the school day or after a club.**

School staff will care for a child who has not been collected until:

- he/she is reunited with a parent or other nominated responsible adult, or
- advice is sought from Multi Agency Safeguarding Team (MASH) and/or the Emergency Duty Service re next steps.

If a child is not collected by a parent or carer, this will be brought to the attention of the Headteacher/ Designated Safeguarding Lead or Deputy Designated Safeguarding Lead (DSL).

The DSL will make sure every effort is made to contact the parent or carer or named alternative carer as per the child's school records for up to 30 minutes from the end of the school day.

If we are unable to make contact with anyone on the child's contact list, the following procedure will commence:

- If the child is known to children's social care, the DSL will contact the child's allocated social worker or the Emergency Duty Service (EDS) if it is out of normal office hours.
- If the child is not known to social care, the DSL will consult with MASH or the EDS for advice.
- The school will provide MASH/EDS with the following information about:  
the child:
  - Name(s), date of birth and address
  - Gender, ethnicity, religion, language spoken
  - Any additional needs – dietary, SEN, behavioural difficulties, medical
  - Any current or previous child protection concerns
  - Any previous significant or pattern of incidents of not being collected from school

The parent (and alternative carers):

- Name/s
- Address/es
- Telephone numbers – mobile, home, work

The DSL will record and review any incident when a child is not picked up by parents or picked up late (when no reasonable explanation is given) as part of the school safeguarding and child protection processes.

## Social Care/ Police Procedure

EDS or MASH will advise the DSL of the next steps. This may include carrying out appropriate checks with partner agencies such as the Police and make further attempts to contact the parent/carer.

If a member of staff thinks a child is at risk of significant harm, is injured, or abandoned, they will contact

- the Multi-Agency Safeguarding Hub (MASH) on **0300 4560108**
  - 8.45am-5pm, Monday-Thursday and
  - 8.45am-4pm Friday
- out of hours Emergency Duty Service (EDS) on **0845 6070 888**  
or
- if there is immediate danger, phone the police or emergency services on **999**.