



**St Anne's Catholic Primary School.**



# **Policy and Procedures for Dismissal and Early Collection of Children.**

This Policy should be read in conjunction with the following school policies;

- Safeguarding and Child Protection
- Late Child Collection
- SEND
- EYFS

## **EYFS Departures**

Children will be dismissed from the Nursery and Reception doors by the teacher or teaching assistant. Children will be dismissed to their parents/designated adult on an individual basis. Children will only be dismissed to a known, recognised adult (known and recognised to staff). No EYFS child will be dismissed to anyone under the age of 18 years. Children will remain in the classroom, under staff supervision, until their known adult is visible at the door. They will then be called by the teacher/staff member to be dismissed. No EYFS children should be dismissed by a placement student, visitor or volunteer within the school. If a child is not collected after 10 minutes from dismissal time of 3.15pm they will be taken to the school reception area, remain under staff supervision and if they are not collected, then the school's Late Child Collection Policy will be implemented.

## **KS1 Departures**

Children will be dismissed from the KS1 doors by the teacher or teaching assistant, to their parents/designated adult on an individual basis. Children will only be dismissed to a known, recognised adult (known and recognised to staff)

No KS1 child will be dismissed to anyone under the age of 18 years. Children will remain in the classroom, under staff supervision until their known adult is visible at the door. They will then be called to be dismissed by a teacher or teaching assistant. No KS1 children should be dismissed by a placement student, visitor or volunteer within the school. If a child is not collected after 10 minutes from dismissal time of 3.15pm they will be taken to the school reception area, remain under staff supervision and if they are not collected, then the school's Late Child Collection Policy will be implemented.

## **KS2 Departures**

Designated teaching assistants will supervise the exit doors and class teachers will escort their own class out of school every night. Children will be dismissed to their parents/designated adult by a teacher or teaching assistant and asked to wait with staff if no one is visible to collect them. No KS2 children should be dismissed by a placement student, visitor or volunteer within the school. Any child not collected within 10 minutes from dismissal time of 3.15pm, will be brought into school where it is safe and warm by the teacher or member of staff and taken to the reception area. The school's Late Child Collection Policy will then be implemented.

If a KS2 child is to be collected by someone other than the parent/carer or usual known adult, school must be informed by the parent/carer before 2.45pm. The adult nominated to collect a child must be named to school by the parent/carer. Children must be collected by an adult or young person – aged 16 years and over – and who has been authorised to collect the child/children by their parent/carer.

If a parent/carer wishes a sibling / known other younger than 16 years of age to collect their child, this must be formally requested by appointment with the Headteacher. And if agreed, the parent/carer will be required to sign to acknowledge and assume full responsibility. **The school reserves the right to refuse permission for a child to leave the school site if the school considers the child to be at risk or the school feels that the situation presents a safeguarding concern.**

### **After School Clubs and Out of School Care Provision.**

All children must be collected from all after school clubs by a known, named adult. If a parent/carer wishes their KS2 child to walk home, written permission must be requested by the parent/carer. This must be agreed by appointment with the Headteacher and if agreed, the parent/carer will be required to sign to acknowledge and assume full responsibility. **The school reserves the right to refuse permission for a child to leave the school site alone if the school considers the child to be at risk or the school feels that the situation presents a safeguarding concern.**

No adult other than those named or known to staff will be allowed to leave the school with a child. In the event that someone else, not known to staff should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice before releasing the child.

### **Early Departure**

If a child is to be collected before the end of the school day, the school is to be notified in advance, with as much notice given as possible. On arrival at school to collect their child/children, the parent/carer will report to the office staff. The child will then be brought, by staff, to the reception area to be taken home by the parent/carer after they have signed their child out.

If in an emergency, a parent/carer or alternative nominated adult is going to be late to collect their child, school must be informed as soon as possible. If no one arrives to collect a child and the parent or other named family member cannot be contacted the school's Late Child Collection Policy will take effect and if necessary school will contact social services to inform them that we have an uncollected child on the premises.

**This policy and the enclosed guidance must be made known to and followed by all external providers of extra-curricular activities within school.**

Policy and guidelines written 19/9/18

To be reviewed 19/9/19

Agreed and adopted by the Governing Body .....

Headteacher : Rachel Crolla signed .....

Chair of Governors : Carmel Foster signed.....