# Burchetts Green CE Infant School

## Procedures for Pupils Going Home at the End of the School Day

The governors and staff of Burchetts Green CE Infant School fully recognise the contribution it makes to safeguarding and promoting the welfare of children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

All staff and governors believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical, spiritual and moral development of the individual child.

To ensure the safe collection of all children we have the following procedures in place.

**Procedures for sending children home**

- The teacher responsible for the class is the adult responsible for sending the children home.
- The children must wait in an orderly manner with the teacher and must not go to the adult collecting them until the teacher instructs them to do so.
- Children must not be sent to the adult collecting them until they are close to the children's exit point and the teacher has made eye contact with the adult. It is imperative that the teacher sees the child go to the designated adult.
- Parents/carers must be in the school grounds before children are released and staff must not accompany children off school premises.
- School rules still apply to children waiting with their parent or carer in the playground or walking through the school car park.
- If a supply teacher is responsible for a class TAs will assist them dismissing the children.
- Children attending extended school services must stay with the class teacher while they wait for the minibus staff to arrive. They will then be dismissed to the provider's staff.
- In the event that an authorised adult does not collect a child at the end of the school day, we will ensure that the child receives a high standard of care in order to cause as little distress as possible whilst we endeavour to find out which adult a child should be going home with.

**Permanent or temporary change of collection arrangements**

- The School will collect data from parents about collection arrangements when children start at Burchetts Green. **Parents must inform school if arrangements change during the year, including any temporary arrangements.**
- If a child is to be collected by anyone other than his or her parent/carer the school office or the child's class teacher must be informed either by email or in person. This applies to a regular arrangement e.g. child minder, ***and*** daily changes in collection.
- If an adult who is not expected arrives to collect a child they ***must not*** take them until permission has been obtained from the child's parent.
- In an emergency, a parent/carer may telephone the school office. A member of the office staff will inform the teacher immediately so that appropriate steps may be taken.

These Procedures will be reviewed by the Headteacher, in consultation with all teaching staff, every three years or earlier if deemed necessary.

Next Review: September 2027