



# DORMANSLAND PRIMARY SCHOOL

## DISMISSALS PROCEDURE

---

### Aims of this Document:

- To ensure the fundamental safety of every child in our care at the end of the school day.
- To clarify the responsibilities of parents\* and staff regarding the safety of children.

\*Throughout this document, the term 'parent' is used to refer to a child's primary carer with full parental responsibility.

### Principles:

- We believe that the safety of the children should be the first concern of all adults who care for them.
- We believe that children should be taught to take an increasing share of responsibility for their own safety as they go through the school, so that they are well-equipped to make sensible choices for themselves at secondary school and beyond.

### Practice:

#### 1. Infant children (Reception to Year 2 inclusive)

- Children in these classes are always handed over to their parent by the member of staff who accompanies them to the playground, usually the class teacher. Where parents wish to authorise another adult, such as a relative (grandparent/aunt/older sibling, etc) or a childminder or family friend, to collect their child on a frequent basis, they must inform the class teacher at the beginning of the year, using the form provided.
- Year 1 children are dismissed from their classroom door directly to parents outside. Reception children are released from the door to the ICT suite into the playground, where their parents wait, while Year 2 are dismissed from the top of the steps at the end of the KS1 corridor.
- The class teacher will establish eye contact with the adult collecting each child and will only hand them over when s/he is satisfied that the parent has acknowledged the transfer of responsibility.
- Parents can speed up this process by remaining visible to the class teacher, and within reasonable distance from the dismissal point.
- It remains the parents' responsibility to inform the school if children are to be collected by anybody other than themselves or a recognised relative.** They can do this by contacting the office by email or telephone, or by speaking to the class teacher in person on the day.
- If parents need to make last minute changes to the collection arrangements, eg. if they are unable, for any reason, to make it to school in time to collect their child, they must make every effort to contact the school immediately to advise us of the change.
- Staff will telephone the parent if a friend or unknown relative offers to take a child home when this has not been arranged in advance.
- If a person not known by the school arrives to collect an infant child, staff will make a phone call to the parent to check their identity before releasing the child, using a specified password.
- No infant child is expected to be allowed to walk home alone.

**Please note:** While every effort is made to dismiss classes as promptly as possible, delays may occur if the teacher is not satisfied that the child can be dismissed safely. **The children's safety remains our utmost priority and responsibility until we know they have safely reached their designated adult.**

## 2. Junior children (Years 3 to 6)

These classes are dismissed from their classroom. They are expected to know who is collecting them, and are taught to return to their class teacher if their parent is not there. They are also taught to go to a member of staff if they are not comfortable about the adult who has arrived to collect them. Years 3 & 4 staff will ensure they have sight of a parent before they dismiss the child.

Any child who has not been collected will be taken to wait at the school office until their parent arrives. Teachers ensure that the office staff know that they are there. The office staff will contact the parent if they have not arrived by 3.30 p.m.

Children in Years 5 and 6 may walk home on their own after school or following an after school club if the parent has provided written instructions to this effect. The school office has an up-to-date list of all children with parental permission to walk home. Again, **it is the responsibility of parents to let the school know if these details change**. The school will inform your child if any changes have been made to your arrangements during the course of the school day.

If school staff have concerns about a parent's decision to allow a child to walk home on their own, they will discuss their concerns with the parent, although it is ultimately the parent's decision.

If there is a need to make special arrangements for children because of child protection issues, school staff will liaise directly with the parent concerned to put an agreed procedure in place. This will be shared on a strictly need-to-know basis, including any supply staff who may take the class.

## 3. After-School Clubs (including 'Amigos', Dormansland's After School Care Club):

KS1 children are escorted by their class teacher to after-school clubs, according to the list they have.

KS2 children attending clubs make their own way to the club location at the end of the school day. Once the club has finished, the adult leading the club takes the group to the playground, where they are handed to their parent, or dismissed if they have permission to walk home on their own.

At the start of each term, a new list of children, detailing the collection arrangements, is given to every club provider, including external staff.

Unless the school has received information directly from a parent to the contrary, of the child has been absent from school that day, all children signed up for after-school provision will be expected to attend the club.

## 4. Premier Sports 'Early Bird' Clubs:

All children are escorted to the playground by the club leader in time for the bell at 8.40am. They are dismissed from the playground to join their class lines, which are supervised by their class teachers.

In the event of inclement weather, a member of school teaching staff will ensure that the club leader is informed that the children are to go straight to their classes from the hall.

### Monitoring:

All staff have agreed this policy as fully reflective of current practice.

This policy is monitored informally on a day to day basis.

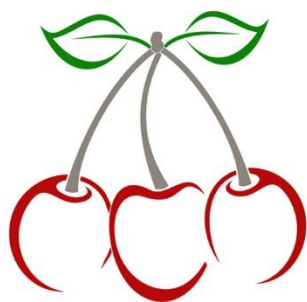
Any incidents or potential incidents will be reported to the Governing Body and the Local Education Officer, if appropriate.

Policy and practice would be always reviewed in the light of any incidents or potential incidents, and any necessary adjustments would be made.

### Links with other policies and procedures:

Attendance policy

In the event of non-collection procedures



# DORMANSLAND PRIMARY SCHOOL

## COLLECTION ARRANGEMENTS

Name of child\*: .....

Year group: .....

1. I give permission for ..... to collect my child on a frequent basis.

Relationship to child: .....

If appropriate, please specify which days this may happen, if the arrangement is to be regular:

✓					
<b>DAY</b>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

I understand that, by completing this permission slip, the school will not challenge this person whenever they turn up at the school to collect my child instead of me.

2. I give permission for my child to walk home unaccompanied.

If appropriate, please specify which days this may happen, if the arrangement is to be regular:

✓					
<b>DAY</b>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

I understand that it is my responsibility to update the school office if any of these arrangements need to change.

Signed: ..... Date: .....

\*Please complete a separate slip for each of your children, as copies will be kept with the class registers for the teachers' immediate reference. Extra copies are available from the school office or on our website, under the school policies section ('Dismissal Procedure').