

Dormansland Primary School



Dismissals and Non-Collection Policy

Date adopted	Spring 2 2025	Next review due	Spring 2 2028
Review period	3 Years	Status	Non-Statutory
Written by	Mr M Cook Mrs F Davies	Governor review by	Noted

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. KS1 children (Reception to Year 2)

Children in these classes are always handed over to their parent by the member of staff, 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 school office at the beginning of the year, using the form provided.

Reception children are dismissed from their classroom door directly to parents outside. Year 1 children are released from the door to the 'Aquarium' into the playground, where their parents wait, while Year 2 are dismissed by the small blue gates to the rear of the school.

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 an authorised relative. They can do this by contacting the office by email or telephone, or by speaking to the school office 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.

No child below Year 5 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. KS2 children (Years 3 to 6)

These classes are dismissed onto the playground at the end of the school day. Years 3 & 4 and 5 staff will ensure they have sight of a parent before they dismiss the child unless prior arrangement with the office has been made.

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 the school office 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 Meades (Blue Gate), 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, or 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:

Children in KS2 are dismissed from the hall/playground to their classrooms at 8.40. KS1 children are escorted to the classroom by the club leader.

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.

Non-Collection

This section has been written in compliance with the recommended practice guidance from Surrey County Council.

School Practice A:

1. All children are regularly reminded in school that they **must** return to the school office and report to a member of staff in there is no-one to collect them at the end of school, when they had been expecting someone.
2. Children must report to a member of the school staff, who will instruct them to wait on the sofas in the foyer **inside** the security doors until an authorised adult collects them and they are 'handed over' by a member of staff.
3. Unless otherwise informed, if a parent is late to collect their child, their child will always be waiting in this secure area at the school office entrance to the building, as we can supervise them here and be aware of who arrives to collect them.
4. If no-one has collected a child half an hour after the finish of their school day, we shall attempt to contact:
 - the parents or those we have listed in our records as having parental responsibility;
 - those listed on the contact form by the child's parent/s as people who may assume responsibility in an emergency.

Parents are expected to provide and update the contact numbers and home addresses that we have listed on the contact form for their child. We also expect the names, addresses of telephone numbers of those responsible adults, to be contacted in the event of an emergency, to be fully up to date at all times.

If a parent or carer knows that s/he is likely to be late, the school must be informed immediately.

School Practice B:

(in the event of not being able to contact anyone with parental responsibility for a child)

1. At approximately 4.30pm, or one hour after initial concerns have been raised about non-collection of a child, the Designated Safeguarding Lead for the school, will contact the Social Services Area Office to check whether the family is known to them and to raise concerns about non-collection.

In the event of the Designated Safeguarding Lead's absence, this will be carried out by a Deputy Designated Safeguarding Lead.

2. If, by 5.30pm, it has been impossible to transfer the care of a child to an adult authorised by the parent, the Designated Safeguarding Lead may refer the matter to the Emergency Social Care team.
3. The Assessment team manager or appropriate contact will agree a plan with the school staff as to how best to move forward.
4. After the event, it would be expected that the Designated Safeguarding Lead will have an urgent meeting with the parent, in order to discuss reasons for the non-collection, the detrimental effects that late collection can have on children and to offer any assistance possible to ensure this is not repeated.

Links with other policies and procedures:

 Attendance policy