



## **BROADWAY JUNIOR SCHOOL**

**Policy Re: Arrivals and Departures**

**(Safeguarding Policies/Practice)**

<b>MRS M ACKLAM</b>	<b>-</b>	<b>SEPTEMBER 2017</b>
<b>REVIEW DATE</b>	<b>-</b>	<b>SEPTEMBER 2018</b>



<p style="text-align: center;"><b>Arrivals and Departures (Safeguarding Policies/Practice)</b></p>
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Author's Name	M Acklam
Date Written	September 2017
Review Date	September 2018

Date Ratified by Governing Body	
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**SIGNATURES:**

Head Teacher	
Chair of Governors	

# **Broadway Junior School**

## **Arrivals and Departures (Safeguarding Policies/Practice)**

At Broadway, we will ensure that we give a warm and friendly welcome to each child on arrival and that they depart safely at the end of the day.

### **Admissions**

It is the responsibility of all staff to ensure that an accurate record is kept of all children when they are in school and that any changes to this (departures or arrivals following appointment etc.) are recorded in the registers held in the main office. The computerised signing in/signing out system, will ensure that accurate details of the arrivals/departures are maintained, thus supporting the welfare and safety of all members of the school community. Records of daily registers will be kept by the school in line with recommendations from Sunderland Local Authority.

### **Gates**

Both entrance gates (Springwell Road/Cortina Avenue) will be unlocked at 8:00am and locked at 9:00am by the school's site supervisor. The front entrance gates (Springwell Road) will remain open during the day (however, access to the yard is restricted by perimeter fencing).

At least two members of the staff will be on duty on yard from 8:30am until 8:40am. One member of staff will be on duty from 8:40am to 8:50am to ensure any latecomers enter the building safely. Staff on duty will have the opportunity to speak to parents/carers, sharing information etc. which will help ensure that the welfare of all children is given high priority at all at all times. All teaching staff will be present in the school yards by 8:40am to greet their classes and escort them to the classrooms. In wet/snowy weather, children arriving in school from 8:00am onwards will be allowed to enter for their safety and supervised by either teaching assistants or their class teachers.

Registration will take place and registers will be forwarded to the main office by 8:50am. Any children arriving in school after this time/registration must be reported to the office in order that the necessary amendments can be made to the registers.

A designated member of staff will make the necessary telephone calls to parents/carers, by 9:30am in order to ensure that safety of all children who are absent from school and for whom no explanation has been provided. Should it not be possible to contact parents/carers by telephone, a text message will be sent, informing them of their child's absence.

### **Departures**

If a child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff (by the parent/carer and the reason for the change on circumstances explained) before collection. The adult nominated to collect a child must be one named by the parent/carer. Only adults (aged 16 years and over, and with suitable identification) will be authorised to collect children from school, by the school staff. The adult will sign to acknowledge that the child has been duly collected, via the computerised system adjacent to the main office.

Permission and arrangements for children leaving school at the end of the day (or after school sessions) will be a matter for discussion between the school and parents/carers, based on an understanding of the child's age, maturity, distance to travel and time of year. Parents/carers are required to make their preference known in writing particularly if they wish their children to make their own way home from school either by walking or public transport.

The school reserves the right to refuse permission for a child to make their own way home, depending upon the distance involved, time of day, weather conditions etc. During the winter months (October to March) school will advise that all children are collected at the end of after school clubs and events such as discos etc. as it is dark and road conditions precarious.

No adult, other than those named, will be allowed to leave the school with a child. In the event that someone may arrive without the school having prior knowledge, the parents/carer will be telephoned, apprised of the situation and await their advice/decision.

If parents/carers or alternative nominated adult is going to be unavoidably late to collect their child, staff must be informed of this and the child supervised at all times until the adult arrives.

If the designated adult is late in collecting their child and has failed to inform the school of the delay, the procedures within the Uncollected Children Policy will be followed.

All staff will accompany their classes to the entrance/exit doors at the end of the school day. Any child who is not collected will be brought back to school for their welfare and safety.

All children who leave school to meet an adult at an agreed place and find that they are not there are to return to school immediately and report the situation to the staff in either the office or their classes.

**Signed:** \_\_\_\_\_  
**M Acklam**

**Date:** September 2017