

Mercia Primary Academy Trust

Flax Hill Junior Academy

Dismissing children Policy

Principles

Children’s safety is our first responsibility and is always our utmost concern. Dismissing younger children needs to be consistent and ensure that all children leave the premises safely.

Policy/Procedure for dismissing pupils at the end of the school day; including pupils who are not collected at the end of the school day.

Procedures

In order to ensure the safe hand over of pupils at the end of the school day we have updated our pupil collection procedures.

- Staff are on duty until 10 minutes after the school day has finished for pupils (the school day ends at 3.15pm and staff are on duty until 3.25pm).
- A member of SLT will be on the gate at the end of the school day until 3:25pm.
- All staff release their pupils from the school playground. Pupils being collected by a nominated adult tell their teacher when they can see the person they are going home with.
- Only adults named on the collection sheet will be able to take pupils. A telephone call to a parent/carer will be made if an adult arrives to collect a pupil and the school has not been notified of a change. The pupil will not be released to the adult until the school have received confirmation from the parent/carer.
- Parents/carers must ring the school office to inform us if they are going to be late collecting children or if someone other to the one of the five nominated people on the list will be collecting pupils – 01827 215333. Pupils will only be released to this adult when they have been recognised and confirmed by the child in question.
- Staff will make every effort to contact (by telephone) the family or carer of any pupil who is not collected.
- If no contact is made with an adult on the pupil contact/collection list by 3.45pm (30 minutes after school closes), the most senior member of staff on site will make contact with Social Services.
- If child is regularly collected late, the parent in question will be advised by a member of the SLT that Social Services will be contacted regarding every subsequent late arrival.
- A decision about whether to contact the police will be made after discussion with social services and at least one other member of staff.
- A record of events will be kept in the pupil’s file.
- Pupils who have had a permission slip signed by a person with parental responsibility, allowing them to walk home on their own, will be released from the playground and be allowed to leave the school premises on their own.

It is the class teacher’s responsibility to ensure that all children in their class are only released to adults who have been nominated on the collection sheet.

Summary

Mercia Primary Academy Trust will ensure that no child is released to adults not allowed by children’s legal guardians and also known to be that person by the children.

Signed

Director, Mercia Primary Academy Trust

Version Control

Date approved	Version	Changes made	Reason for amendment
16 th Dec 2013	1		
4 th January 2016	2	New Policy – particularly bullet section.	Changes to the dismissal procedures.
29 th June 2018	3	Updated phone number	New phone number in school
11.11.2019	3	No Changes	