



# SS Peter & Paul Catholic Primary School



## Policy on Dismissing Pupils at the End of the School Day

Policy Written & Agreed:

Ratified by Full Governing Body:

To be reviewed:

September 2020

September 2021



## **SS Peter & Paul**

### **Whole School Policy on Dismissing Pupils at the End of the School Day**

This Dismissing Pupils policy:-

- reflects the consensus of opinion of the whole staff;
- was discussed, written and agreed by the whole staff;
- has been approved by the Governing body.

The implementation and ownership of this policy is the responsibility of the whole staff.

The overall accountability and effectiveness of the policy will be the responsibility of the Head Teacher and Senior Leadership Team.

At SS Peter & Paul Catholic Primary School we have a responsibility to ensure that children are dismissed at the end of the school day safely and with regard to parent instructions for the safe dismissal of their child. It is our duty to care for their child during the school day and transfer the child back into their care at the end of the school day.

As a Catholic school we regard every individual as unique and special in God's family. This dismissing pupil's policy is designed to support every member of our school, taking into account their unique and special nature as part of God's family.

## **1.0 – Aims of Dismissing Pupils**

**1.1** At SS Peter & Paul, we believe in the importance of dismissing our pupils safely to:

- ensure the safe transition and hand-over back to parents
- have systems in place to monitor who the children are collected by
- follow parent instructions for transfer back into the care of a trusted adult
- the children only go with someone they are supposed to
- help foster an effective partnership between home and school

## **2.0 – Procedures**

**2.1** The procedures put in place will ensure the safe transition from school back to parent/trusted adult. The following procedures should be adhered to at all times:

### **2.2 Key Stage 1**

- All children must be dismissed to their parent/trusted adult from the door of their classroom by the Teacher or Teaching Assistant at the end of the school day.
- No child must leave the classroom until they are called to do so by their Teacher or Teaching Assistant.
- Teaching staff must be informed if a different person is collecting a child; this should be in writing if it a regular arrangement. Parents may phone the school office to make a temporary collection change arrangement.
- No child should ever be dismissed to an 'unknown person'.
- No child can be collected by a person under 16 years of age.
- Any child attending an after school club or activity must be handed over to the person in charge by a member of staff, face to face.

### **2.3 Key Stage 2**

- Year 3 children will be dismissed from the Year 3 & 4 cloakroom door adjacent to their classroom.
- Year 4, 5 & 6 will be escorted round to the front of the school, via the rear gate and car park, by their Teacher or Teaching Assistant and await dismissal when contact has been established with the parent or trusted adult.
- No child must leave the premises until they are called to do so by their Teacher or Teaching Assistant.
- Teaching staff must be informed if a different person is collecting a child; this should be in writing if it a regular arrangement. Parents may phone the school office to make a temporary collection change arrangement.
- No child should ever be dismissed to an 'unknown person'.
- No child can be collected by a person under 16 years of age.
- Any child attending an after school club or activity must be handed over to the person in charge by a member of staff, face to face.
- Year 6 pupils can walk home unsupervised if we have written permission from a parent in the Summer Term.

### 3.0 – After School Clubs and Activities

**3.1** Most days in school, we offer after school clubs and activities led by outside providers. It is important that the children are delivered safely to the provider so that the club can start promptly and the children are supervised at all times.

**3.2** When dismissing the children at the end of the club, the provider must:

- take the children to the entrance hall by reception in order to transfer the children back to their parent or guardian.
- ensure every child tells you who they are going home with and not leave the premises until someone turns up to collect them.
- wait a few minutes until all children are collected.
- be aware that **No** child is allowed to walk home unsupervised after a club.

### 4.0 – Procedures for if the child is not collected

**4.1** Sometimes a child is left uncollected at the end of the day, the following actions must be undertaken:

- If a child is not collected by 3.30 pm, they should be brought to the entrance hall by the Teacher or Teaching Assistant. A member of staff (Teacher, Teaching Assistant or Office Staff) must then attempt to contact the parents by phone to make arrangements for the child to be collected as soon as possible.
- If a child is not collected following an after school club or activity, the provider should contact a member of school staff so that an attempt can be made to contact the parents to make arrangements for the child to be collected as soon as possible.
- If parents cannot be contacted then the other contacts listed should be attempted.
- If no contact is established, the Head Teacher or Deputy Head Teacher should be informed.

**4.2** If the parent or trusted named adult has been contacted or responded and is on their way to collect, there are 2 possible courses of action depending on how long they are going to take to get to school:

- i) If the parent is to be at school by 3.45 pm, the member of staff responsible for the child (Teacher or Teaching Assistant) will wait with the child until they are collected.
- ii) If the parent has not arrived by 3.45 pm, the member of staff responsible for the child will take the child over to our Out of Hours Care facility – Leading Light Club – in the Parish Hall and the parent will be charged.

**4.3** If a child is left uncollected at the end of the Leading Light Club session (5.45 pm) a similar routine applies. Contact the parent immediately using the contact details on their ‘Enrolment Form’ informing the parent they have until 6.00 pm to collect their child. They will be charged a late collection fee on their next invoice. If no contact is established, the Head Teacher or Deputy Head Teacher should be informed immediately.

**4.4** If the child has not been collected, and it has not been possible to contact a parent or trusted named adult, 60 minutes after the agreed finish time for the school day/afterschool club activity, a phone call should be made to the Birmingham **Multi-Agency Safeguarding Hub** (MASH) via the **Children’s Advice & Support Service** (CASS) using the number below:

**Local Safeguarding Children’s Board Birmingham – Children’s Advice & Support Service (CASS)**

**0121 303 1888**

## 5.0 – Children’s Advice & Support Service (CASS) & Multi-Agency Safeguarding Hub (MASH)

5.1 When you contact CASS/MASH they will need the following information:

- Brief circumstances of the incident and arrangements currently in place.
- Child’s details
  - Name(s)
  - Date of Birth
  - Address
  - Gender
  - Ethnicity
  - Religion
  - Spoken Language
  - Special dietary needs
  - SEN/Behavioural difficulties/Medical needs
- Parent/Carer Contact Details
  - Parent/Carer/Alternative trusted adult details
  - Name(s)
  - Address(es)
  - Home/Work/Mobile telephone number(s)
- Any current or previous Child Protection Concerns (If the child has an allocated Social Worker, CIAS will contact them instead of forwarding the concern onto MASH).
- Any previous incidents of not being collected from school.
- Details of GP/Health Visitor.

5.2 Note that the CIAS switchboard closes at 5.15 pm, Monday to Thursday, and 4.15 pm on a Friday. If you are in need of support after this time you must contact the Emergency Duty Team on the following number:

**Emergency Duty Team                      0121 675 4806**

5.3 CIAS will give advice, carry out background checks and make further attempts to establish contact with a parent or trusted named adult. If there are any concerns, Social Care Services will ask the police to visit the address.

5.4 If an appropriate relative or carer is located, they will be asked to ensure the child is collected as soon as possible. If they are unable to do this, MASH will liaise with the school about arrangements for the child to be taken to the appropriate address.

5.5 In making decisions, Social Care Services and the school will prioritise interim care arrangements that best meet the child’s personal and emotional needs.

5.6 If the attempts to contact a parent or appropriate trusted adult remain unsuccessful two hours after the end of the school day or after school club activity, Social Care Services will normally make a decision to assume care of the child and arrange for them to be taken to a place of safety such as a foster carer or residential home.

5.7 Children’s Social Care Services will confirm the arrangements with the school and with those caring for the child at the time and will provide contact details of the child’s placement as appropriate.

5.8 Plans for transporting the child will take into account staff availability out of hours, adequate insurance cover, gender balance, special needs or behaviour concerns. Where possible, two adults should be present. If there is a shortage of staff availability then a mini-cab could be used with a suitable escort.

**5.9** School will send a letter to the parent notifying them of the incident and of the arrangements that were made to care for the child. (See Appendix A for a sample letter)

**6.0 – Concerns about the child’s welfare**

**6.1** Where more than one incident occurs, or where there are reasons for concern regarding the ability of parents to collect their child, a discussion between the school and the parent will identify a strategy for addressing these concerns. Where agreement cannot be reached with parents or in cases where there are child protection concerns, Social Care Services will be invited to contribute to identify the strategy for addressing concerns and safeguarding the child.

**APPENDIX A**

Dear ..... Parent/Carer’s name

Re: ..... Incident description

On ..... Day/Date/Time

Your child(ren) ..... Name(s)  
were not collected at the end of [the school day][the after school activity] and we were unable to contact you or your trusted named carer(s). As a result, in order to safeguard and promote the welfare of your child, we implemented the procedure for dealing with children not collected at the end of [the school day][the after school activity].

This procedure, which has been agreed by the Staff and Governing Body of SS Peter & Paul Catholic Primary School, Social Care Services, the Police and Birmingham Safeguarding Children Board, involved us contacting Social Care Services in order that arrangements could be made to ensure your child was safeguarded.

I hope that the reasons for your child not being collected are not serious, but would you please contact me immediately upon your return to discuss this matter further.

You can contact Social Care Services on **0121 303 1888** or **0121 675 4806** for further information about the action taken.

Yours sincerely,

  
  

Mr N. Porter  
Head Teacher

**APPENDIX B**

**CONTACT TELEPHONE NUMBERS**

School:	<b>SS Peter &amp; Paul Catholic Primary School</b>	Telephone Number:	<b>0121 675 6028</b>
Head Teacher:	<b>Mr Neil Porter</b>	Telephone Number:	<b>07885 235 496</b>
Designated Senior Leader (DSL):	<b>Head Teacher</b> <b>Deputy Head Teacher</b> <b>Senior Leader</b> <b>Senior Leader</b>	<b>Mr Neil Porter</b> <b>Mrs Emma Calvert-Lyons</b> <b>Mrs Donna Pawley</b> <b>Mrs Claire Oakley</b>	
Children’s Advice & Support Service		Telephone Number:	<b>0121 303 1888</b>
Emergency Duty Team		Telephone Number:	<b>0121 675 4806</b>
Children with Disabilities Social Work Team		Telephone Number:	<b>0121 303 1888</b>
Disabled Children’s Community Support		Telephone Number:	<b>0121 675 3712</b>
Erdington Police Station		Telephone Number:	<b>101 Ext. 842 6003</b>
Education Transport Service (North)		Telephone Number:	<b>0121 303 2450</b>

Policy Written & Agreed:  
Ratified by Full Governing Body:  
To be reviewed:



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