



CHURCHDOWN PARTON MANOR SCHOOLS' FEDERATION A POLICY FOR ARRIVALS, HANDOVER, DEPARTURE AND MISSING CHILDREN

Staff responsible	Head Teacher
Reviewed	Spring 2021
Next review	Spring 2024



Equalities statement

Churchdown Parton Manor Schools' Federation provides an education for all, acknowledges the society in which we live, and is enriched by the ethnic, cultural and religious diversity of its citizens. The school strives to ensure that the culture and ethos of the school are such that, whatever the heritage, origins, faith, age, gender, sexuality and ability of members of the school community, everyone has the right to equal chances, is equally valued and treats one another with respect so that all pupils and staff are encouraged and supported in achieving their full potential. We provide pupils with the opportunity to experience, understand and celebrate diversity, actively tackle all instances of unlawful discrimination and strive for equality of opportunity and good relationships to permeate all aspects of school life, including:

- attainment, progress and assessment
- behaviour, discipline and exclusion
- admission and attendance
- curriculum
- personal development and pastoral care
- teaching and learning
- working with parents / carers and communities
- staff recruitment and professional development

Safeguarding statement

- The named person with responsibility for child protection in our school is the Head Teacher, who liaises with a named Governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body.
- If any person suspects that a child in the school may be the victim of abuse, they should not try to investigate, but should immediately inform the Head Teacher about their concerns
- When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social care, and with the Gloucestershire Safeguarding Children Board. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- We require all adults who work in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse. (DBS, Barred and Prohibition Checks).
- All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents and carers, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

Accessibility Statement

We will strive to ensure that the ethos of the school is such that everyone is equally valued and treated with respect. Pupils will be provided with opportunities to experience, understand and value diversity.

All pupils should have access to an appropriate education that gives them the opportunity to achieve their personal potential, whatever their abilities and needs might be.



The rationale of the Policy

The purpose of this Policy is to make it explicitly clear how children come to and are collected from school; the safeguarding elements around children walking home alone and the care of children once they have arrived home. The policy is devised for general health and safety of children in conjunction with the guidelines from the Department for Education and the Police.

1. Arrivals

- It is the responsibility of staff to ensure that an accurate record is kept of all children in school, and that any arrival or departure to and from the premises is recorded in the office. Similarly, when a child arrives late, it is the responsibility of parents to report to the office. School will collect data from parents about collection arrangements annually.
- Records of daily registers are kept by the schools for the recommended years by Local Authority.
- Members of the Leadership Team will be on duty at the main entrance gate during the opening times for arrival at the school, from 8.40am – 8:50am and 3:05pm – 3:20pm at the end of each day.
- Staff will open the class room door from 8.45am. In this way information can be shared between home and school at the beginning of each session to ensure children's welfare is given high priority.
- Parents need to inform school if arrangements change during the year, including any temporary arrangements and legal arrangements.
- Teaching staff will be available in classrooms to greet the children and ensure a good start to the day. On arrival, a member of staff will record the child's attendance in the daily register, which closes at 8.55am (Juniors) and 9:05am (Infants).
- Children arriving after the doors have closed MUST come into school via the front reception door and register with the office while the parents sign them in with a valid reason for their lateness.
- For any children not accounted for by 9.30am, office staff will endeavour to contact parents/carers to ensure the child is ill and unable to attend and has not 'dawdled' on way to school, ensuring parents and school know where children are at all times.
- Looked After Children [LAC] and children with Child Protection [CP] plans who are absent will be reported to the Head Teacher (or Designated Safeguarding Leader in his absence) as a matter of priority.

Gates

The main gates to the site will be opened at 8.40am and locked at 8.55am. The main pedestrian gate at the front of the school will be used during the day to restrict access and protect the staff and children. At 3.00pm the main gates and all other gates will be unlocked and will be re-locked at 3.45pm when the majority of the children have left the premises.

The main car park gates will remain closed but unlocked for staff to exit the site. Parents/carers and children are not allowed to use the main car park gates at any time unless agreed by the Head Teacher for disability reasons.

2. Handovers and Departures

- If a child is to be collected by anyone other than his or her parent/carer, the classroom staff/office must be informed by the parent/carer prior to the collection of the pupil, either in writing or by a phone call to the office by 2:30pm on the collection day. This applies to a regular arrangement e.g. child minder AND daily changes in collection.



- Children should be ready at 3:05pm (Infants) and 3:15pm (Juniors)
- The teacher/TA responsible for the class is responsible for handing over the children to the appropriate adult at the end of the day.
- The children must wait in an orderly manner with the teacher/TA and must not be handed over to the receiving adult until the teacher/TA has seen the adult.
- The parents/carers/adults must also be encouraged to wait in an orderly manner in the interests of safeguarding. SLT should be notified of any adult that does not behave in an orderly manner.
- Children must not be handed over to the adult collecting them until they are at the children's exit point (exit door) and you have made eye contact with them. It is imperative that we make sure we hand the child over to the designated adult.
- Senior school siblings are authorised to collect junior school children (not infant pupils) but the class teacher/ office should be informed by the parent.

3. Walking home alone

The Federation will only endorse children walking home alone in Year 6 if they are finishing at usual time. During the winter months, when nights are drawing in, the school would prefer for children in Year 6 to be collected by a known adult. If this isn't possible, then the school would suggest using PMOOS. If the family is unable to use this service and can't ask another adult to collect their child, then the school will permit the child to have a mobile phone for that day. This can be left in the office at the beginning of the day. Mobiles phones will not be permitted on the school site for days, children don't require them. The school would like to remind parents that mobile phones aren't a replacement for the collection process; they are merely a tool to inform parents that the child has left school. Ideally, in line with Government recommendations, all children will go home to a parent waiting for them.

Parents of children, who wish them to walk home unescorted by an adult, at the end of the school day, must adhere to the following guidelines;

- Children must be in Year 6.
- Parents must have registered with the school that they are prepared for their children to walk directly home from school at the end of the day.
- Children who are attending a club after school must be collected and will not be allowed to walk home alone.
- It is the parent's responsibility to check the route that their children will walk home in order that they may make an assessment of the appropriateness of the journey. Crossing of fast roads and walking through secluded areas is to be discouraged. A single route must be agreed.
- Parents must be certain that children have an awareness and understanding of the green cross code and stranger danger. It is the parent's responsibility to ensure they are sufficiently happy that their child is capable of undertaking the proposed journey safely.
- During winter months and/or inclement weather, children must be dressed appropriately.
- Children should preferably walk in a group and not alone.
- Children should know their home phone number (plus one other emergency contact) and have their mobile on their person on the day they are walking home alone.
- **There should be someone at home to meet the child on their arrival. If the school has knowledge that there won't be anyone at home to welcome the child, the school reserves the right to inform relevant safeguarding agencies.**



- Any child must be capable of arriving home within 20 minutes of the end of the school day. Journeys over 20 minutes are not considered appropriate for children to walk alone at this stage.
- If any child does not arrive home within the agreed time frame, parents must immediately notify the school in order that appropriate action can be taken.
- If any child does not arrive home within the agreed time frame and direct contact with the child has not been established by either school or parents, school will instigate the missing person's procedure in conjunction with the relevant authorities.
- If the missing person procedure is initiated there must be a point of contact remaining at both the home and school location until further advised by the relevant authorities.
- If your child does arrive home after the missing person procedure has been instigated, immediate notification to the relevant authorities/emergency services must be made. This is to enable the missing person procedure to be stood down.
- Once the missing person procedure is initiated, responsibility will pass to the relevant authority to further any enquiries. Both parents and school will be guided by them in order that a successful outcome is achieved.
- The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time.

4. Missing children

Our school takes the safety of children very seriously and we will take every precaution necessary to ensure that the children in our care do not leave the schools unaccompanied.

The chances of finding a missing child safe are greatest if the child's absence is soon discovered. In the unlikely event that a child is noted to be missing from school premises, the school puts into practice agreed procedures. These ensure the most effective resolution of this potentially distressing situation. To reassure you, there is no way children can leave the school's premises during the school day. This procedure will be initiated if a child doesn't turn up at school or indeed leaves at the end of the day unaccompanied.

Many of our school routines and procedures are in place to contribute to the prevention of a child going missing and to ensuring the safety and security of all children at all times. If, in the event of a member of staff not being able to account for a child's whereabouts, the following action will be taken:

PROCEDURE FOR A MISSING CHILD

Stage One –

- Head Teacher/ Deputy Head Teacher to be notified and will decide if the police should be immediately called.
- One member of staff to immediately inform office staff and Leadership Team.
- The online register will need checking by office staff as soon as a missing child has been reported.
- All available staff to immediately check toilets, shared areas, rooms and playground to ensure the child is not hiding or locked in anywhere.

Stage Two -

- After stage one is completed without resolution (no more than 10 minutes), school office staff will contact the police and parents/carers with parental responsibility. At this point, school will support the



police who will now lead the response to this incident. The Head Teacher will liaise with emergency services and parents/carers.

Stage Three -

- The Head Teacher should communicate the incident to the appropriate Local Authority Office and the Chair of Governors.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record. The system the school uses is CPOMS. (Child Protection Online Monitoring Service) and all staff should input any relevant information; including conversations with parents, carers, child minders, police, the Local Authority and any other person they feel has contributed to the collection of evidence.
- The Leadership Team should conduct an internal investigation to establish how the situation occurred, how effective was the response and whether action could be taken to ensure it does not happen again. This information should also be collected in writing and onto CPOMS.

We will ensure that:

- We make regular checks to ensure that if an incident of this sort does happen, we have all the necessary phone numbers at hand – correct, up to date and kept together.
- If the police are called then the Gloucestershire Safeguarding Children's Board and Ofsted are also informed.
- If the Head Teacher or Chair of Governors is not on the premises, she/he will be informed as soon as possible via the school office team, Deputy Head Teacher or senior staff member in charge. We will provide the following information to Ofsted/the Gloucestershire Safeguarding Children's Board:
What happened;
What systems are in place for preventing such occurrences;
What we did, at what time and in what order;
Who we informed and when.

We will cooperate fully in any investigation.

Recording:

We will start to build a record as soon as possible in the incident log; this will include:

- The last definite sighting of the child.
- Any unusual behaviour of the missing child or other children.
- How many children were on the premises?
- How many adults were on the premises and who?
- What steps have been taken, when and by whom?

Dealing with people's reactions:

We accept that the child's parents will be frightened, distressed and angry. If the setting shares all policies with parents/carers, the situation will be easier for all because there will be an understanding of working within a framework of mutual trust and understanding.

We accept that in such circumstances, powerful emotions are involved and people's behaviour can be unpredictable. Those who may seem quite calm about the incident at the time can later become angry; threaten legal action or approach the local press.

We will be clear about the circumstances surrounding the incident and will respond sympathetically to questions without implications or admission of responsibility.



Responses could include:

- How sorry you are that the incident has happened.
- That a full investigation is in hand.
- That the Local Safeguarding Children's Board/Ofsted has been informed and will be investigating.

Dealing with the media

Distressed parents may contact the local press, or reporters may hear about the incident if the police are involved. It is sensible for one person, usually the Head Teacher or Chair of Governors to be the one who speaks for the setting. All adults will be asked to refer all enquiries to the agreed spokesperson. The spokesperson for the setting is the Head Teacher or Deputy Head Teacher in the absence of the Head Teacher.

When the child is found

We recognise that during the time a child is missing, however briefly, all involved, parents and others suffer great fear, guilt and distress. It is not always easy to control all these emotions when the child is found.

We will accept that it is important to remember:

- That the child also might have been afraid and distressed and might now be in need of comfort.
- To remain calm, reassure the child and acknowledge it is not the child's fault.
- To ensure the child is not hurt.
- That the incident provides a good opportunity to talk to all the children to ensure that they understand that they must not leave the premises, and why.

After the Incident

- We will review our current procedure.
- We will evaluate processes and make necessary adjustments to ensure future effectiveness.



Confirmation that my child can walk home alone (Y6 only)

Please return to the school office

I confirm that (insert name) _____
in (insert class) _____ class can walk home alone.

I also confirm that I have read and understood the school's **Walking Home Alone Guidance (below)** as part of the **Policy for Arrivals, Handover, Departure and Missing Children.**

Signed: _____

Name: _____

Walking home alone guidance

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