



Cornerstone Academy Trust

Collection of Children Policy

This policy describes how Cornerstone Academy Trust will implement the requirements needed for ensuring the safeguarding of children during pick-up and drop off times.

This policy is one of a series in the Trust's integrated safeguarding portfolio and must be read in conjunction with the portfolio for fuller guidance and expectations, for example, code of conduct, managing allegations and acceptable user policies.

Our core safeguarding principles are:

- The Trust's responsibility to safeguard and promote the welfare of children is of paramount importance
- Safer children make more successful learners
- Staff and trustees will be involved in policy development and review
- Policies will be reviewed at least annually unless an incident or new legislation or guidance suggests the need for an interim review.

Child Protection Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavor to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure children receive effective support, protection and justice.

On enrolment to school, parents should provide the following information:

- The names and full address of parent/carers (including confirmation of parental responsibility).
- Home, work and mobile phone numbers
- Email addresses where appropriate
- Two authorised adult contacts who may be called in the event of the parents being unobtainable, or in the case of an emergency
- Information about any person who has been denied legal access to the child (with copies of any relevant legal documents)

The Trust will use a secure system to store this information and update it on an annual basis.

Arrivals and Departures

Mornings

- For Nursery our sessions start at 9.00am in the morning.
- Please wait with your child until the designated school/class start time. This will be outside the main gates of the nursery, or school. At 9.00 your child will be greeted at the door by one of the Nursery teachers.
- For Reception – Year 6 children, the main school gates will be opened at 8.30 and children will be greeted at the door of the classroom by the class teachers between 8:30 and 9:00. Children will be registered at 9:00 and their names entered into our attendance register by 9.15am.
- We do expect all parents/carers to be off the school site by 9.00 in accordance with the school policy.

Afternoons

- If your child is attending an afternoon session at our nurseries, these start at 12.00pm and your child will be greeted at the door by one of the Early Years staff on all sites.
- Children will be registered and their names entered into our attendance register.

End of Day

- Nursery sessions finish at 3.00pm at all 4 schools. Between 3.00 and 3.10 there is time allocated for parents/carers of children who attend our afternoon sessions to catch up with their child's keyworker and supply them with any information that they may seem necessary.
- All other classes finish at 3.30. Children are collected from the playgrounds on site at all schools.

We do expect all parents/carers to be off the nursery sites by 3.10, so that the safety of the children in our after-school nursery provision is respected and valued.

Bus Service

- For children that are taken home via our bus service, they must be collected by an adult with a printed card. Parents must email their name and contact details, and a photograph, of each adult permitted to pick up the child to the school. This would include friends, or other parents.
- The parent is the default collector and if one of the other nominated people will be collecting a child, the school must be advised in advance.

Special Pick-Ups

- In the event of a special pick-up, parents must inform the class teacher, the child's Keyworker (if in the nursery) and a member of the Admin team. School will not release a child to an unknown adult, or to another parent without prior notification.
- For children in Years R-6, in the event of a child needing to be picked up by an adult not listed on the authorised list of collectors, then the parent/carer must contact the Admin Team. They will need to supply a photograph of the collector before pick up.
- All collectors requested by parents/carers to pick up children will have to be on our school data base and photo identification would have to be provided. The forms for these will be provided in our school starter packs on admission. The forms are also provided at the front office, or on our website if needed.
- For children in our Nurseries, in the event of a child needing to be picked up by an adult not listed on the authorised list of collectors, we will be providing families with a password to use when collecting the child before the child is released. These randomly generated passwords will be provided on enrolment.
- In the event of an unauthorised adult coming to collect a child, the school will not release the child until we have had clarification from the parents/carers with parental responsibility.

Breakfast and After School Wrap Around Care

Breakfast Club

- In the Nursery Breakfast club opens at 8.00am and runs until 9.00am. Children can be dropped off at the nursery, at parents' convenience, where the Wrap Around Care Team will be there to greet them.
- We do not offer wrap around care at YVPS nursery or main school
- We can provide breakfast at a cost and must be made prior to booking a session.

- For older children, we provide an breakfast club located in the main school. Sessions are available to book via Wisepay, on our school website. These must be booked and paid for a term in advance.

After School Club

For children that stay for our after-school club sessions at WCPS, MCPS and BCPS nurseries, these run from 3.00 to 6.00pm in the nurseries. For older children 3.30pm to 6.00pm.

- Children can be picked up any time after 3.00pm from the nurseries and 3.30pm from the older year groups.
- We provide snack, that needs be paid for, or children can bring in their own.
- Parents/carers collect from the nursery.
- After School Care children will stay in the nursery with the Wrap Around Care Team from 3.00pm until 6.00pm. Parents will collect at their convenience. Parents/carers will be given a visitor's badge that will allow access through the school gates after 3.45pm.
- For Wrap Around Care, all children will be signed in and signed out by parents.
- Sessions are available to book via Wisepay, on our school website. These must be booked and paid for a term in advance.
- For children in our Breakfast and After School Club who are in our Nurseries will also use the password system on collection of their child.

Holiday Clubs

For all children that attend our Holiday clubs, in Nursery or in the main school, we will send a "family password". This will be a randomly generated password that parents will be asked for where the member of staff is not categorically aware of the relationship between the child and the adult picking them up. This means that parents will need to share this password with any other family members or friends that are picking your child up if they are unable to do so themselves. Parent's must also let the staff know at the morning drop off if they already know that another adult is picking up.

Late Pick-ups

- If a parent/carer is more than 10 mins late to pick up their child then they will be charged the rate of the after school club provision. The hourly rate is £4.10. There will also be a £1 admin fee cost.

What to do if a child says they don't want to go home

- If a child discloses that they don't want to go home because of abuse or neglect, then the school will follow our child protection procedures.

Parents have a responsibility to ensure that all their emergency contact information is complete and up to date.

If a parent/carer fails to pick up a child, your child/children will be placed in after school club provision and we will make attempts to contact all persons on the emergency contact list.

- If after a reasonable amount of time, no contact has been made then we would notify the Police and Social Services.
- Until the child is collected, they will stay at school in the care of the designated safeguarding Lead and in his/her absence the Deputy and follow the child protection safeguarding policies.

Updated: March 2022
Review: March 2024

- As always, we will never hold your child responsible for a late or missed pick up. Discussion of the issue will only be with the parent or guardian.