



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 9.00am your child will be greeted at the door by one of the Early Years teachers.
- For Reception children, the main school gates will be opened at 8.30am and children and parent/carers are encouraged to escort children into class.
- Children will be counted and their names entered into our Arbor attendance register by 9.15am.
- We do expect all parents/carers to be off the school site by 9.00am 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.

- Children will be counted and their names entered into our Arbor attendance register by 12.15pm.

End of Day

- Nursery sessions finish at 3.00pm.
- All other classes finish at 3.30pm. Children are collected from the playgrounds on site at all schools.

We do expect all parents/carers to be off the nursery sites by 3.10pm, 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.
- The parent is the default collector and if another nominated person will be collecting a child, the parent must provide them with the child's password in advance.

Special Pick-Ups

- In the event of a special pick-up, parents must provide the person collecting their child with their child's password. School will not release a child to an unknown adult, or to another parent without the child's password.

Breakfast and After School Wrap Around Care

Breakfast Club

- In the BCPS, WCPS, MCPS and CHPS nurseries, there is a wrap around 8.00am until 9.00am session. Children can be dropped off at the nursery from 8.00am, where the Wrap Around Care Team will be there to greet them.
- We do not offer wrap around care at YVPS, CWPS or MPS nursery.
- We can provide breakfast at a cost, which must be pre-booked for the full term in advance, via your child's WisePay.
- For older children, we provide a 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. At CHPS the nursery session runs from 3.00p – 5.00pm. For children in Reception – Year 6, the after school club session runs from 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 in the nurseries, that needs to be pre-booked for the full term in advance via your child's WisPay account, or children can bring in their own.
- Parents/carers collect from the nursery.
- Reception – Year 6 After School Care children will stay with the Wrap Around Care Team from 3.00pm until 6.00pm. Parents will collect at their convenience. Sessions for Reception – Year 6 are available to book via Wisepay, on our school website. These must be booked and paid for a term in advance.

Late Pick-ups

- If a parent/carer is more than 10 minutes late to pick up their child then they will be charged the rate of the after school club provision. 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.
- 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.