



Policy Name	Arrivals and Departures policy
Frequency of review	4 Years
Status	Local
Reviewed on	December 2019
Reviewed by	Full Governing Board
Next review	December 2023

Arrivals and Departures Policy

Philosophy

Ardley Hill Academy has the highest regard for the safety of the children in our care, from the moment they arrive to the moment they depart at the end of the academy day. We have this policy in place to safeguard our children during their arrival and departure. Our Academy will give a warm and friendly welcome to all children on arrival and ensure that they depart safely at the end of each day.

Duty of Care

Our duty of care begins when an academy child enters the playground/STAR Club/Pre-School in the morning and ends when they are collected from the academy premises (or leave unaccompanied with prior permission). It should be noted that in the interests of Safeguarding and Health and Safety, the Academy rules apply whenever a child is on the academy premises and that the academy expects parents/carers to keep their child under extremely close supervision during their arrival and departure.

Key Stage 1 (Years 1 & 2) and Lower Key Stage 2 (Years 3 & 4)

In the interests of safeguarding, the Academy does not consider it acceptable for children to be waiting unaccompanied for the playground gate to open. Parents/carers are not permitted onto the playground and should say goodbye to their children at the playground gate.

Parents/carers requiring to speak to a teacher or other member of Academy staff should then proceed to reception to make suitable arrangements, in order to ensure a prompt start to the Academy day for all children.

Upper Key Stage 2 (Years 5 & 6)

Upper Key Stage 2 (Y5 & 6) children are permitted to enter their classrooms directly from 8.35am, and all must be present in the classroom by 8.45am.

Arriving/Departing During the Academy Day

Any children arriving at the Academy once the playground gate is locked must enter through reception to ensure that their arrival has been recorded by office staff. Parents/carers must always enter the academy via reception during the Academy day.

If a child is to be collected early from the Academy the parent/carer must report to the Academy office and the child will be called for. Details of the child's departure will be recorded by office staff.

Alternative Adults Collecting Children

Children must be collected from the academy by their parent/carer or known adult(s), all of which should be identified to the Academy when their children start with us. If a child is to be collected by someone other than the parent/carer or known adult(s), the academy must be informed in advance. This adult must also have the child's password on collection. This includes children going home with other parents already at the academy to play, for tea, parties etc. If the Academy has not been informed & the adult does not have the password, we will not hand over the child until we have checked with the parent/carer.

Only adults, aged 16 years and over, will be authorised to collect children unless prior arrangements have been agreed with the Academy (i.e the parent/guardian has given written consent to say this is okay). This arrangement will be monitored by the Academy and any concerns will be reported back to the parent/carer.

If there is a request for a specific person not to be allowed to collect a child (eg in child protection or custody cases) written instructions must be provided to the academy by the parents/carers or legal guardians so the Academy is fully informed. The Academy will request a photograph of this person.

Unaccompanied Arrivals/Departures

If a parent/carer should wish their child to travel to or from the academy unaccompanied we must have written notification in advance. Permission and arrangements for such children arriving or leaving the Academy unaccompanied will be a matter for discussion between the academy and parents/carers, based on an understanding of a child's age, maturity and previous experience. The Academy reserves the right to refuse permission for a child to travel alone depending on the distance and the concerns of the Academy; in accordance with our Safeguarding Policy.

Uncollected Children

Children not collected within 5-10 minutes are accompanied to the academy office from where a phone call will be made to the parent/carer or known adult. If space is available, children will then be taken to STAR Club for supervision until collected (for which a charge will be made). If STAR Club is full, children will wait in reception until a space becomes available.

If a parent/carer cannot be contacted within 30 minutes the police and/or social services will be informed and the Academy will follow the advice given.

Collecting from Extra-Curricular Clubs

The person running the extra-curricular club (whether or not an employee of the Academy) is responsible for returning children safely to their parent/carer at the end of the session or for delivering them to STAR Club. Collection arrangements will be dependent on the time and location of the club and communicated to parents/carers at the time.

Academy Car Park and Parking

The Academy car park is only for the use of staff and official visitors. Parents and carers are not permitted to access the car park at any time during the Academy day.

There will be some Academy events when parents/carers may be permitted to park on academy grounds. Access to this will be clearly indicated at the time.

The Academy recognises that there may be occasions when a parent/carer may need to park in the Academy car park for accessibility reasons.

The Academy encourages parents/carers to park both legally and sensibly around the academy to ensure the free-flow of traffic and the safety of all pedestrians and other road users.

Last Revised: November 2019