



## **HAYESWOOD FIRST SCHOOL END OF SCHOOL DAY POLICY**

Hayeswood First School understands, accepts and takes seriously its legal responsibility to act in the way in which any responsible parent would ('in loco parentis') during school hours.

At 3.15pm each afternoon, children are brought out to the playground in class lines and one by one are handed back by their teachers to their parents or parent-nominated carers. Parents/carers are asked to complete a form indicating which adults are authorised to collect their child / ren. *N.B. Where a **specific care order** exists, staff must be extra vigilant in ensuring that only the nominated adult collects the child.*

The school makes the reasonable assumption that parental responsibility is also handed back to the parent / carer at this point. Pupils and their parents or carers are expected to leave the premises by 3.30 and make their way home. Any child left uncollected after 3.20 is brought into the school's entrance hall, where office staff can take responsibility for them and can contact parents / carers accordingly to arrange collection. The pedestrian gate is locked at 3.30 p.m. each afternoon.

*N.B. If a child is attending an after-school club, the provider of the club assumes parental responsibility until the children attending are handed back to parents (or parent-nominated carers) at the end of the club. This happens at the front entrance of the school, not in the playground.*

Any children and parents on site after 3.15 are asked to remain on the playground, exiting via the pedestrian gate before 3.30. Pupils should not play on the large play equipment (i.e. the playtrail) after school, as this is to be used only in school hours and under supervision. The school also reserves the right to bar the use of other play equipment after school if conditions underfoot make it unsafe or if parents / carers are not supervising their children's use of it. School staff do not allow pupils to roam freely around the school site, including the field and wooded areas, during the school day, and therefore the school does not expect parents or carers to allow this after school. In the eventuality that this does happen, school staff will make it clear to pupils that they should now be with their parent/carer and should be making their way home.

Although every reasonable step is taken to ensure a safe school environment, the school cannot take responsibility for injuries caused by accidents resulting from lack of supervision of children by their parents or carers after school staff have handed them back at the end of the day.

Children are not allowed to walk home alone, unless they are in year 3 or above **and** their parent/carer has given written permission for them to do so.

### **Procedure For When A Child Remains Uncollected**

1. The class teacher will ascertain the name of the person who is supposed to collect the child.
2. The office staff will telephone the child's parents and inform them that the child has not been collected.
3. Office staff will confirm with the parent, by telephone, the reason for any delay, the person collecting the child and their estimated arrival time.
4. Children waiting to be collected should remain in the reception area until they are collected.
5. If there is no reply, but there is a voicemail, a message will be left and other emergency contacts notified.
6. If no emergency contact person cannot be contacted, the Headteacher or Deputy is informed.
7. The Head or Deputy will continue to try to contact the named person/s until 4.45 pm. If no contact has been made by that time, the school will contact the duty officer at Dorset Children's Social Care.

**This policy has been reviewed in line with the 9 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.**

Date of Policy: December 2020

Date for ~Review: December 2022