



ARRIVAL AND COLLECTION POLICY

July 2025

Together, we are a rainbow of possibilities so let's ALL SPARKLE AND SHINE!

Introduction

Croft Infant School 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 school day. The purpose of this policy is to ensure that safeguarding procedures for the arrival and collection of children are robust, communicated well to parents/carers and adhered to by all staff. This policy has been agreed by staff and governors and will be reviewed annually.

Arrival of Children

Children should be accompanied by a responsible adult

- ❖ All children can arrive from 8.35am. A member of staff – usually the class teacher - will be at each door to welcome the children into school at 8:35am when the main doors are opened. We do not expect children to arrive before this time unless they are accompanied by an adult who remains with them until the doors open, or there has been a prior agreement made with school.
- ❖ Children remain the responsibility of their parents/carers until 8.35am and need to remain with their parent/carer until they go inside.
- ❖ On days of heavy rain children may come into school if they arrive earlier but only by 5 minutes.
- ❖ Children can be left once in school from 8.35am when they will be supervised by a member of staff in their classrooms where they will begin their morning routine and enjoy their offered breakfast bagel.
- ❖ The external school doors are then closed at 8:45am and all external doors and gates are secured.
- ❖ Anyone arriving after this time is asked to go to the main school door and speak with Mrs Newton, in the school office, giving reason for lateness and to ensure a school meal is booked.

Class entrances:

- ❖ **Red** class (Reception) – children enter through the external door by their outdoor area, round the back of the school building, which is accessed via the playground.
- ❖ **Orange** class (Reception) – children enter through the right-hand side main hall door, which is accessed via the playground
- ❖ **Yellow** class (Year 1) - children enter through the external door by their outdoor area, which is accessed via the playground to the left of the building.
- ❖ **Green** class (Year 1) - children enter through the left-hand side main hall door, which is accessed via the playground.
- ❖ **Purple** class (Year 2) – children enter through the main school door.
- ❖ **Blue** class (Year 2) – children enter through the external door, which is located nearest to the main school gate.

Registration

- ❖ Registers are taken at 8:45am each morning in the classroom, using the school's online RM Integrus data management system via an I-Pad.
- ❖ Registration ends at 8:50am when they are closed within each class. Arrival after 8:50am will mean a late mark is given.

- ❖ Registration officially closes in the office at 9:15am when families will be contacted if the child has not arrived at school and no explanation has been given. An unauthorised absence will be recorded if there is no outcome to this.
- ❖ Families will be contacted again at 10am. After this time, if school doesn't have a satisfactory explanation as to the whereabouts of the children, a note will be logged within the school's safeguarding procedures.
- ❖ School will continue to try and make contact with families under our Safeguarding requirements. If we cannot make contact, a member of our team may make a visit to the home.

Collection of children

Children are dismissed by a member of staff on an individual basis, usually by the class teacher.

Class exits:

- ❖ **Red** class (Reception) – children are to be collected from their outdoor area, round the back of the school building, which is accessed via the playground. Parents are asked to wait along the wall of the building.
- ❖ **Orange** class (Reception) – children are collected from the right-hand side main hall door, which is accessed via the playground. Parents are asked to wait on the playground so that the staff member can see you.
- ❖ **Yellow** class (Year 1) - children are collected from their outdoor area, which is accessed via the playground to the left of the building.
- ❖ **Green** class (Year 1) - children are collected from the left-hand side main hall door, which is accessed via the playground. Parents are asked to wait on the playground so that the staff member can see you.
- ❖ **Purple** class – children are collected from the main school entrance door. Parents are asked to wait so that the staff member can see you.
- ❖ **Blue** class – children are collected from the external door, which is located nearest to the main school gate. Parents are asked to wait so that the staff member can see you.

Please stress to your child that they must always wait with their teacher until their grown up arrives to collect them. The children must be taken home by a grown-up and are not allowed to walk home on their own. If you are unable to come yourself, please arrange for another responsible adult to collect your child/ren.

Only adults authorised to collect your child will be permitted to collect them. Should there be any change in who is collecting your child, please contact school to inform us as early as possible. You will be asked to provide a password to use.

Delayed collection

All children should be collected at the end of school (3.15pm) unless they are attending an after school club, either at Croft Infants or via Woodbridge Junior school. Parents need to notify the school immediately should, due to unforeseen circumstances, the arrangements for collections change or if they are delayed.

A member of staff will ring the contact numbers to try to reach a responsible adult to collect a child should they not have been collected by 3:30pm (15 minutes after the end of school). If we have not been informed of a delayed collection, this will be logged as a concern within our Safeguarding procedures. If three logs are made during any half term, then this may be referred to the Early Help / Safeguarding team. If the parent cannot be contacted by 4:15pm then staff will make a referral to Starting Point and await further instruction from them.

We will, as carers, always remain calm as to not alert the child concerned. Under no circumstances will a child be allowed to depart from the school unless it is with a previously identified authorised person.

After school clubs

Members of staff in charge of an after school activity obtain written consent from a parent for the child to stay. Parents are informed of the finishing time (clubs finish at 4:15pm unless otherwise stated), and the member of staff will have arrangements in place so that they know how each child is to get home safely. When arrangements change for extra-curricular activities (e.g. due to the illness of the staff member running it), parents and carers **must** be informed, as this may affect arrangements for collection at the end of the day. This should be done by Class Dojo **no later than 12 noon as far as is practical, plus a further reminder message before 2pm.**

The Headteacher's contact number will always be shared with the club leaders in case of any emergency.

Collection of children during school hours

Parents/carers are encouraged to make medical appointments outside of school hours, as far as is possible. If at any time children do need to be collected during the day, parents/carers should have arranged this prior to the day with school and report to the office initially where the class teacher will be notified and the child collected. Parents are asked to 'sign their child out' and to 'sign back in' with Mrs Newton in the office, for safeguarding and fire regulation purposes. This is recorded in a book, kept in a locked cabinet in the main office.

Staff cannot prevent a separated parent from collecting their child unless there is a court order in the school's possession preventing that parent from having access to the child.

All circumstances require school and home to work together in partnership to keep our children safe and to ensure they receive their entitlement to a full-time education.

S.Swain
Headteacher
July 2025



Morning Safeguarding & Welfare Procedures - Overview

8:35-8:45am	All children welcomed into school
8:45am	Lock external gates on the playground & external doors
By 8:50am	Registers completed & closed in classrooms
8:50am	Children marked as late by the office
9:15am	Contact families of children not in school Children marked with an unauthorised absence (U) if they arrive AFTER 9:15am or no explanation has been received
By 9:45am	Print out fire evacuation reports
By 10:00am	Dinner orders to Woodbridge kitchen Second round of contacting families Note made within our Safeguarding recording system & pastoral support sought Possible home visit made

Croft Infant School fully recognises its responsibilities for Child Protection and Safeguarding

Safeguarding is EVERYONE's responsibility