All Saints Church of England

Infant and Nursery School

Selston Church of England

Infant and Nursery School

Arrival and Collection Policy

Opening hearts and minds through the grace and love of God

Created: September 2026
Next Review Date: September 2030

ALL SAINTS CHURCH OF ENGLAND INFANT AND NURSERY SCHOOL

SELSTON CHURCH OF ENGLAND INFANT AND NURSERY SCHOOL

VISION STATEMENT

Opening hearts and minds through the grace and love of God

At All Saints Church of England Infant and Nursery School and Selston Church of England Infant and Nursery School children always come first and we try to nourish, challenge, prepare and inspire them within a Christian ethos.

We believe in valuing all who contribute towards the successful running of our schools including children, parents, carers, governors, teaching and non-teaching staff.

This Vision Statement lies at the heart of our schools' aims. It is the philosophical basis for all of the schools' policies and through these, for everything that happens in and round our schools. Our aspiration is for everyone at All Saints and Selston to:

- feel happy, secure, safe and valued at school
- develop a growing awareness of their own inner self and spirituality, and of the power of the Christian faith to transform lives
- develop healthy relationships based on care, trust, compassion and forgiveness
- show acceptance for and understanding of others who may have different beliefs or needs
- strive for the highest standards of achievement, developing the confidence and skills to be independent, motivated and self-disciplined learners
- have a positive approach to life, contributing to the well-being of the community and building hope for the future

We hope that children will leave our schools with open hearts and minds, ready to respond to the opportunities that lie before them and to experience the joy of life in all its fullness.

Policy:	Arrival and Collection
Approved by:	Local Governing Body
Date:	September 2026
Review cycle:	4 Yearly

VERSION CONTROL			
VERSION	**DATE**	**AUTHOR**	**CHANGES**
2023	02.09.23	LH	New policy
2026	07.09.26	JR	Updated to reflect new school layouts

Arrival and Collection Procedure

All Saints

Arrival

- Children must remain with their parent/carer until school opens at **8.45am**. The school does not assume responsibility for children before this time.
- At **8.45am** the main door will be opened by a member of staff who will supervise entry. Parents/carers will say goodbye to their child on the playground and hand them over to the member of staff on the door.
- The main door will be secured either when all children have arrived or at **9.00am**, whichever occurs first, to maintain site security.
- At **9.00am**, the magnetic lock on the playground gate will be activated by office staff so that the site is fully secure.
- A register will be taken promptly once all children have arrived (no later than **9.00am**).
- Staff will actively supervise arrival to ensure all children walk straight to their classrooms.
- Any safeguarding concerns observed during arrival will be recorded in line with safeguarding procedures.

Selston

Arrival

- Children must remain with their parent/carer until school opens at **8.30am**. The school does not assume responsibility for children before this time.
- At **8.30am** the main door will be opened by a member of staff who will supervise entry. Parents/carers will say goodbye to their child on the playground and hand them over to the member of staff on the door.
- The main door will be secured either when all children have arrived or at **8.40am**, whichever occurs first, to maintain site security.
- At **8.40am**, the magnetic lock on the playground gate will be activated by office staff so that the site is fully secure.
- A register will be taken promptly once all children have arrived (no later than **8.50am**).
- Staff will actively supervise arrival to ensure all children walk straight to their classrooms.
- Any safeguarding concerns observed during arrival will be recorded in line with safeguarding procedures.

Late Arrivals

- Late arrivals must report to the main school entrance and will be greeted and escorted to their classroom by a member of office staff.
- If other children are working or playing on the school playground, a member of office staff will greet the child at the playground gate and escort them into school. The staff member will ensure the playground gate is fully secure.
- The child must be handed over directly to a staff member to ensure safeguarding and accurate registration.

- The register will be updated immediately on the MIS system to reflect the time of arrival.
- No child should enter the school unaccompanied or without staff awareness.

All Saints
Collection

- At **3.20pm**, children will follow the end of the day routine in their classrooms, collecting coats, bags and belongings before they line up in the classroom.
- Two members of staff will accompany the line to the main school entrance.
- Children will be released individually to their parent/carer or authorised adult from inside the school building to ensure safe handover.
- Staff must visually confirm the identity of the collecting adult before releasing a child.

Selston
Collection

- At **3.05pm**, children will follow the end of the day routine in their classrooms, collecting coats, bags and belongings before they line up in the classroom.
- Two members of staff will accompany the line to the main school entrance.
- Children will be released individually to their parent/carer or authorised adult from inside the school building to ensure safe handover.
- Staff must visually confirm the identity of the collecting adult before releasing a child.

Authorised Collection

- Children will only be released to adults named on the child's authorised collection list.
- If someone different is collecting:
    - Parents/carers must notify the school in advance (preferably in writing or via recorded communication).
    - A password system will be used (for every child).
    - Staff must not release a child if they are unsure of the adult's identity or authorisation.

Supervision

- A member of staff will remain positioned at the main entrance throughout the collection period to ensure no child leaves without an authorised adult.
- Children remain the responsibility of school staff until they are safely handed over to the authorised adult.
- Responsibility transfers to the parent/carer only when the child has been formally handed over, not simply when they leave the building.

Late Collection

- Parents/carers must inform the school office as soon as possible if they will be late.
- Children must remain supervised by staff at all times until collected.
- At least two members of staff will remain on site to ensure safeguarding and accountability.

Escalation procedure

1. Contact parent/carer
2. Contact emergency contacts (in priority order)
3. Continue supervision and reassurance of the child
4. If no contact can be made within a reasonable timeframe, inform the Designated Safeguarding Lead (DSL)
5. The DSL/Headteacher may contact Children's Social Care and/or the Police if necessary

- All late collection incidents must be recorded.

Unauthorised or Disputed Collection

- If an unauthorised person attempts collection:
  - The child must not be released
  - The situation must be referred to the DSL who will contact the parent/carer immediately
- In the event of conflict or concern, staff should prioritise the child's safety and seek support from senior staff.

Drug and Alcohol Misuse

Where a collecting adult appears to be under the influence of drugs or alcohol and may pose a risk:

- Staff will speak to the adult calmly and discreetly, outlining concerns.
- Staff will not release the child if they believe doing so would place the child at risk.
- Alternative safe arrangements will be sought (e.g. contacting another authorised adult).
- If necessary, a DSL may contact:
  - Children's Social Care
  - The Police

Recording

- Staff should record:
  - Name/description of adult
  - Behaviour observed
  - Time and actions taken
  - Vehicle details if relevant
- All incidents must be recorded on CPOMS and reported to the DSL immediately.

Recording and Monitoring

- All:
  - Persistent late collections
  - Safeguarding concerns
  - Collection issues
  - Refusals to release a child must be recorded on CPOMS
- Records will be stored securely in line with data protection and safeguarding retention requirements.

After-School Club

- All children attending after-school club will accompany their class to the school entrance and wait with their teacher until all the other children have been dismissed.
- The accompanying adult will then escort the children accessing after-school club to the school hall and hand them over to the after-school club lead.
- The class teacher closes the internal school door so that the school building is secure and activates the magnetic lock on the playground gate.
- A register is taken by the after-school club lead.
- At least two members of staff remain in the school building for the duration of the club.
- As parents/carers arrive, they buzz the playground gate and are safely admitted onto the school site by the supporting adult.
- Children are released into the care of their parent/carer by the after-school club lead from the hall door, one at a time.
- Parents/carers press the release button on the playground gate to exit the school site with their child.