



## THE MULBERRY HOUSE SCHOOL

*All Mulberry House School policies are always to be read and considered in conjunction with the Equal Opportunities, Race Equality and Inclusion Policies*

### COLLECTION POLICY

**This Policy of Mulberry House School applies to all sections of the school including the Early Years Foundation Stage.**

The welfare and safety of children is paramount at all times. It is extremely important that this procedure is followed in order to ensure the safety of the children.

On collecting your child, please sign them out and keep them within your sight. Children should leave the School in a calm and orderly fashion.

Please do not let other people into the School when coming through the gate or doors. Staff will use the security cameras to identify visitors to the School. All visitors must report to reception and be signed in.

#### General

Parents of children starting at the school are asked to provide a home telephone, work and mobile number as well as a family passcode. We also require two emergency contacts in the event of the parent being unreachable. Only named persons over the age of 16 will be allowed to collect children from our school.

If parents/carers know in advance that they will be unable to collect their child on time, then they must contact the school with the name of the person that they have designated to collect their child. This person would ideally be a named person on their child's emergency contact list. If, for any reason, there is a change of person collecting your child, notice must be given in writing at least 24 hours in advance. You may notify the school by email. If a member of staff does not recognise a parent or carer, they will be asked to give their full name, provide some ID and the confidential family passcode. If that person is not on a child's collection list, then a phone call to the parent will be made and followed up with a written email from the parent confirming the adult's full name who is authorised to collect in their absence. Under no circumstances is a child to be released into the care of an adult not on the child's collection list.

- The child stays at school in the care of two members of staff until the child is safely collected either by the parents or a person recorded on their collection slip. Children should leave the school in a calm and orderly fashion.
- We inform parents that in the event that their children are not collected from school by an authorised adult within one hour after the school has closed, the staff can no longer supervise the child on our premises. In this event this happens, the Senior Management team will follow the subsequent procedure.



## THE MULBERRY HOUSE SCHOOL

### Procedures

If a child is not collected at the end of the session/day, we adhere to the following procedures:

- Parents/carers are contacted at home or at work.
- If this is unsuccessful, any other adults who are authorised by the parents to collect their child from the school – and whose telephone numbers are recorded on the emergency information forms – are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the collection slip or in their file, unless authorisation has been received from the child's parents by email.
- The parents of the child should give the name and a physical description of the person who will be collecting their child. The member of staff in charge should check this description and identification before permitting the child to leave.
- If no-one collects the child one hour after the school has closed and there is no-one who can be contacted to collect the child, senior management will contact the local authority's children's social services care team or the out of hours duty officer.
- The child stays at school in the care of two members of staff until the child is safely collected either by the parents or by a social care worker. We will ensure the child is reassured and kept busy.
- Social care will aim to find the parent or relative. If they are unable to do so, the child will be looked after by local authority.
- Under no circumstances should staff go to look for the parent, not should they take the child home with them.
- A full written report of the incident is recorded in the child's file.

The teacher in charge must keep in mind at all times, and act upon, the primary principle laid down in the Children Act 1989 – the welfare of the child is paramount 2.4.



## THE MULBERRY HOUSE SCHOOL

# ARRIVALS AND DEPARTURES GUIDANCE

### ***To be read in conjunction with the Attendance & Punctuality Guidance***

It is the Headteacher's responsibility to ensure that the records kept on the children are accurate and that any arrivals and departures are recorded promptly. The registers must be kept in an accessible place on the premises at all times. Each class must have, on display, a 'signing in & out' form. When a child is collected from the class, he/she should be signed out: this includes date, time, and initials indicating who collected the child. It is the parent's/carer's responsibility to sign the child out, and staff need to be vigilant in ensuring this. Last collection must be on or before 5.45pm. All late collections and arrivals are also recorded in late books kept in both school entrances.

### **Arrivals**

- ◆ Parents must register the time of arrival of their child/children and sign beside the time recorded.
- ◆ Teachers welcome children in a warm caring manner taking over responsibility from the parent/guardian.
- ◆ Teachers must complete the attendance register by 9am and 2pm.

The attendance figures should be entered into the school's main data, which should be available at all times for inspection. Registers are checked on a weekly basis by office staff.

### **Departures**

The exits and entrances of each building must be supervised by a senior member of staff at key times i.e.

- ◆ 8.40
- ◆ 12.00
- ◆ 13:45

Children must be signed out by their parent or guardian. It is at this point that responsibility is transferred from the school to the person collecting.

### **Remember**

During the day the children may be collected at irregular times. They must be signed out and only released to an authorised named person on the child's collection list. The door buzzers in both buildings must be on throughout the day, except when staff are stationed at the door.

Due to the layout of the school separate procedures are in place to ensure the safety of all children at all times.



## THE MULBERRY HOUSE SCHOOL

### **Squirrels (Ground floor First School)**

One member of staff sits with all the children recapping on the morning's activities.

The second member and third members are responsible for handing over the child to the authorised person. This is a named person on the collection form.

### **Hedgehogs (Middle floor First School)**

Children are collected from the games room. One member of staff sits with the children recapping on the morning's events. The second member of staff is responsible for handing over the child to the authorised person. This is a named person on the collection form. Children are called to the door when their parent or carer arrives.

### **Otters (Top floor First School)**

Children are collected from the ground floor. One member of staff sits with the children recapping on the morning's events. The second member of staff is responsible for handing over the child to the authorised person. This is a named person on the collection form. Children are called to the door when their parent or carer arrives.

### **Badgers and Transition (ground and first floor Second School)**

Children are collected from the garden between 12pm-12.15pm. Two members of staff are on duty with the morning children. The second member of staff is responsible for handing over the child to the authorised person at the garden gate with the sign out sheet ready to be signed by an authorised person. Children are called to the garden gate when their parent or carer arrives. The garden gate is opened by an additional member of staff inside the building.

### **The Prep Classes (second floor Second School)**

**3.15 Core Day collection.** A designated member of the staff will give access to parents and carers to enter the school grounds. Parents and carers collect children directly from the classroom. They are signed out by the authorised person and responsibility is transferred from the school to the person collecting the child. We expect children to remain with the person collecting at all times.

**At other times** the intercom system is used for parents/carers to enter the school. All staff remain with the children. If someone comes to collect a child who is not on the collection form, then written consent must be obtained from the child's parents before the child can be released from school responsibility.



## THE MULBERRY HOUSE SCHOOL

### **Evening Outdoor Play during Spring and Summer**

#### **First School**

When two classes are outside for evening playtime, the intercom system is used for parents/carers to enter the first school. All staff remain with the children.

#### **Second School**

During evening playtime, the intercom system is used for parents/carers to enter the first school. Staff remain with the children or carrying out other duties.

If the child is to be collected by someone other than the parent/carer, staff members must be notified in writing at the start of the session. The adult concerned must have been named on the collection form and must be 16 years of age or older.

If an adult arrives to pick up a child and their name is not on the collection list, the school must ring the parent/carer immediately to obtain consent via email.

In the event that the parent/carer is running late, they must telephone the school straight away or nominate an emergency contact to collect their child.

**Staff and visitors must also sign in and out of the setting, dates and times must be included throughout both schools.**



**THE MULBERRY HOUSE  
SCHOOL**

## **Appendix A**

**This should be read in conjunction with our Data Protection Policy.**

### **COLLECTION SLIP**

For the safety and wellbeing of your child we only allow adults 'named' by you on the form below to collect your child from school. Any changes to this form must be made in writing to the school office at: [info@mulberryhouseschool.com](mailto:info@mulberryhouseschool.com)

Please complete and return this form to your child's class teacher.

**Family passcode:** \_\_\_\_\_

This is a unique passcode for your child that could be the name of a pet, memorable place or favourite food. This should not be shared with anyone outside of your collection list or anyone that you have not authorised to pick up.

**My child ..... will only be collected by the following adults:**

<b>Name</b>	<b>Relationship to your child</b>



**THE MULBERRY HOUSE  
SCHOOL**

**GYM LESSONS**

I give my permission for.....(child's name) to attend gym lessons in the second school.

Should there be any change to the above, I will inform the school in writing as soon as reasonably possible.

**Name.....Parent / Guardian**

**Signed..... Date .....**

**LESSON OBSERVATIONS**

I give permission for the staff at The Mulberry House School to carry out observations on ..... (child's name), these can be written, photographic or video. They can be used by the school to record my child's achievements, learning and development and to plan his/her next steps.

I give permission for these observations to be shown to an Inspector as evidence of the school's practice.

I understand that these records will be available for me to look at on request.

**Name.....Parent / Guardian**

**Signed..... Date .....**