



Benedict Biscop CE Academy

Arrivals and Departures POLICY

Review Date:	Autumn 2018
Next Review Due:	Autumn 2020
Person in Charge:	Headteacher
Governance:	Chair of Governors

Pastoral Care/Spiritual Development

The quality of relationships between all members of Academy, staff and pupils, and the relationship with parents and carers is the area that is most commonly associated with the ethos of a church Academy. It is expressed in the terms of sharing and caring. Jesus was clear in his instructions to the disciples on this matter.

‘Love your neighbour as yourself’ – Matthew 22:39.

‘This is my commandment: love each other’ - John 15:17.

Everyone associated with the Academy is made in the image of God and is to be loved. This is the commandment from which Benedict Biscop Church of England Academy derives its policy for pastoral care.

We have a series of overlapping networks of relationships, which includes governors, staff, children, parents, church members, and members of the community which the Academy seeks to serve. Our pastoral work will strive to meet the significant challenge to create and maintain such networks in ways which reflect the Gospel. Those who are in leadership roles, which includes all who have a particular responsibility, ensure that by their personal example they set the highest standards expected.

It is from this premise that Christian love will pervade all aspects of life at Benedict Biscop Academy. It will influence how we reward and teach discipline. It will affect how we value work and the achievements of pupils and staff. It will be seen in the way in which the Academy environment is created and cared for, in the way in which the needs of pupils, parents, and community are met, and in the way in which teaching and non-teaching staff work together effectively as a team. Pastoral care pervades all aspects of Academy life and therefore will be reflected in the way the Academy is organised and the policies are written and implemented.

The Academy’s arrival and departure policy is part of the Academy’s policies for pastoral and safeguarding arrangements.

Our Academy will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Admissions

It is the responsibility of staff to ensure that an accurate record is kept of all children in the academy, and that any arrival to the premises is recorded electronically via the management system currently used by the school (e.g. SIMS, ScholarPack). It is also the responsibility of staff to ensure that any departure is recorded in a separate register held in the office, which all parents must sign when children are taken from the premises earlier than the usual sessions. Similarly, when a child arrives mid session, parents must sign the record held in the Office. The register will be kept in an accessible location in the Office at all times. This process will be supplemented by regular head counts during each session. **Electronic registers are taken at the start of the morning and afternoon session. These are updated by the school office if a pupil arrives late.**

Records of daily registers should be kept by the academy for recommended years.

GATES:

Main gates will be unlocked at 8.15am and locked at 9.15am. The pedestrian motorised gate will be used during the day to restrict access and protect the staff and children. At 3pm the gates will be unlocked, re locked at 4pm when the majority of the children have left the premises. After this time, access to and from the premises will be via the motorised gate at the front of the Academy.

Arrivals

A member of staff will be on duty on the external doors during the opening drop in times for the academy. These doors will be open from 8.45am each day to enable children to drop-in to academy. In this way information can be shared between home and academy at the beginning of each day to ensure children's welfare is given high priority.

Parents will be encouraged to come into the Foundation Stage to share the experience with their child.

Parents will not be encouraged to come into the KS1 and KS2 areas but will be asked to make an appointment at the office to discuss any concerns etc with the member of staff.

Teaching staff will be available in classrooms to greet the children and ensure a good start to the day. On arrival, a member of staff will immediately record the child's attendance in the electronic register, by 9am. Where possible, any children arriving after the external door has closed must come into academy via the front reception door and register with the office staff. If a child has to leave the main site to this, then they must go to the nearest door, where a member of staff will escort them to the main entrance.

Any children not accounted for by 9.30am office staff will endeavour to contact parents to ensure the child is ill and unable to attend and has not "dawdled" on way to academy, ensuring parents and academy know where children are at all times. This will protect our children.

Departures

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff before collection. The adult nominated to collect a child must be one of those named by the parent. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children. The adult will sign to acknowledge that a child has been collected. This will only ever be through the main entrance during a session.

Permission and arrangements for children leaving the academy at the end of the day 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. Parents are invited to make their preference known for KS2 children as some parents wish their children to walk home alone. The academy will consider this request carefully and discuss it with the parents. The academy reserve the right to refuse permission for a child to walk home alone depending on the distance and the concerns of the academy.

All children must be collected from clubs by an adult during the months November to March, as it is dark and the roads are dangerous.

Where pupils are expected to be collected by an alternative person a password system must be used.

No adult, other than those named, will be allowed to leave the academy with a child. In the event that someone else should arrive without prior knowledge, the academy will telephone the parent/carer immediately and await their advice. A PASSWORD SYSTEM WILL BE USED. Where relationships have broken down between family members then should someone turn up to collect the child who is not the usual person or main carer then advice will be sought from the main carer before any child is released from school.

Where relationships have broken down between family members a plan will be used to identify who picks up the child, this will normally be the main carer or person with residency. Where a child is at risk from a family member then the child will be collected through the school office who will supervise the collection of that child.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

All staff will accompany children to the gates, KS1 parents will have nominated a gate at the start of the year. All children not collected within 5 minutes are to be brought into academy where it is safe and warm by the teacher or member of staff on gate duty. These pupils may be taken to After school care facilities by arrangement with the Headteacher.

All children in KS2 are to be taught to return to academy if the person collecting them is not at the designated place. Staff will need to be vigilant on gates to ensure any pupils loitering are brought back into school.

If a message comes into school via the school office about a change to arrangements for a child to be collected or going home at the end of the day ... the office staff will share this immediately with the relevant class teachers or teaching assistants to minimise the risk to any pupil.