



A Safeguarding Policy

Arrivals and Departures Policy

Review Date	Reviewer	Approved by	Date Approved	Implementation
September 2021	S Bendelow	F Hoare	1 September 2021	1 September 2021
September 2023				

Revision History



Issue No.	Date	Description
3	September 2021	New format and reference to staggered start and finish times.

Introduction

Diamond Hall Junior Academy is part of the North East learning Trust, and as a Rights Respecting School and all policies are written and implemented in accordance with a school community which has Rights Respecting Language and ethos at its heart.

Aim of the policy

The aim of the policy is to ensure that all children arrive and leave safely when they are attending Diamond Hall Junior Academy. It is also essential that all parents and carers are aware of the policy and that they follow the guidelines within it. All school staff must also make themselves familiar with the information within the policy.

Admissions

All children are signed in and out of the school if they arrive late or are taken early for an appointment. Children are signed in by reception and the information is added to SIMS with the time of arrival and the reason for lateness. If a child is leaving early for an appointment, the leaving time and reason for leaving will be added to SIMS.

All the children must answer to their name on the register when it is called for morning registration and when it is called for afternoon registration. The teacher will look at the child when they speak to confirm they are in. This ensures the correct child has answered when their name has been called. Registration closes 30 minutes after the year group has arrived at school. (Staggered starts are in operation due to covid therefore each year group starts at a different time. See attendance policy)

Children enter the school building via the doors on the yard. These are monitored by staff. The doors close 5 minutes after the last year group enter school. Any children who miss the doors must enter school via the office. These children will be signed in as they are late. The reason for the lateness is logged and entered onto SIMS. Any child who arrives 30 mins after their start time will be marked 'U' unless a valid reason is given. (See attendance policy)

After the electronic register has been completed and updated by office staff, a list of children not in school is collated. First day responses are carried out.

The class teacher also completes their fire register. In the event of an alarm, the fire register will be taken by the class teacher when the building is evacuated. A call of names will be completed in the evacuation area. Fire registers are also taken to assemblies, PE lessons and to the art studio.

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Arrivals

The yard is open from 8:40am. A member of staff is present on the yard from this time. Parents should be with their child until they are called onto the yard. Children line up in their allocated area. Teachers will be on the yard to greet their class.

Parents /carers are allowed on the yard. There is a one-way system in place to promote social distancing.

No Pets are allowed on the yard. No bicycles/scooters should be ridden the yard by children or adults.

If a parent or carer would like to speak to a member of staff, they can approach the member of staff who is on the yard. From this discussion, an appointment can be made to speak to the class teacher or if a meeting needs to take place straight away, the parent will be directed to reception, where they can be signed in and meet with whoever is appropriate to deal with the situation.

If a parent would like to pass a simple message to the class teacher, there are curriculum support/pastoral care staff at the gates who can take a message and pass it on to the relevant person.

If a child is late and misses the doors they must be taken to the reception where they will be signed in.

If a child does not attend, a first day response is carried out. **It is the responsibility of the parent/carers to inform school if their child is not attending for that day.**

First day response is carried out if a reason has not been given to explain why a child is not in school.

Departures

The school day finishes from 3:05pm. Children leave school at staggered times.

Each class teacher will lead their children onto the yard and stand near to the collection point. **Parents are asked to stand nearer the rear of the yard as this allows social distancing and it allows staff to have a clearer view so they can see who is there to collect.**

Children will tell the class teacher who they can see, and the parent/carers will wave to the teacher. After the wave has taken place, the child will be released into the care of the adult. **Only adults identified on the contact form will be allowed to collect from the yard.**

If there is a change in collection routine, the parent must inform the office on the day of the change. A child will not be allowed to leave the yard with an adult who is not on the contact form.

Staff will wait on the yard with all the children. If a child is not collected by 3:25pm, they will be taken to reception where they will be met by a member of the curriculum support staff. This member of staff will wait with the child until an adult collects them.

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The child will be signed out by the adult clearly stating their relationship to the child.

The class teacher will pass on any safeguarding information to the member of staff on duty e.g., if the child is not allowed to be collected by a certain individual. (This is following safeguarding procedures)

If a parent/carer would like to speak to a member of staff, they can wait until all children have been collected before approaching the teacher or make their way to reception where an appointment can be made.

There are always staff on both doors to ensure parents cannot enter the building. If a parent does need to enter the building to speak to staff, they must be signed in at reception.

Parents of year 5 and 6 children who would like their child to walk home must complete the appropriate section on the contact form to allow this.

All year 3 and 4 children must be collected by an adult. An adult is someone over the age of 16years.

We would recommend that if a parent/carer is picking up more than one child, they collect the older child first as they finish school at an earlier time. The younger child will follow at their allocated time.

Gates

Gates are opened at 8:40am and then locked at 9am. They are not unlocked until 3:05pm. Parents are allowed onto the yard from this time. There is a one-way system to allow parents onto the yard at one gate and they can leave via another gate to allow for social distancing. Parents are advised to arrive 5 mins before the collection time and leave promptly; this will prevent any congestion during drop off and collection.

Breakfast club

Breakfast club starts at 8am. Children must be brought via reception by an adult. From here, they will go to the hall where breakfast club is held. All children will be signed in at reception then they will be signed off in the register in the hall. If there was a fire alarm, the members of staff in charge of the breakfast club will take the register to the evacuation area where it will be called. The members of staff in charge of breakfast club will also ensure all the children are safely evacuated from the building. After breakfast club, the children are taken to their teaching areas.

After school clubs

After school clubs take place on different evenings throughout the week. They finish between 4:05pm and 4:15pm. Each member of staff who organise a club must take a register of attendance. If a child is not present and no reason has been given, a phone call to the parent/carer will take place to find out where the child is. It is the responsibility of the parent/carer to inform the member of staff organising the club if

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their child will not be attending. Children are collected by a member of year group staff and they will remain in the reading year group area until the member of staff collects them. If a child is not attending the club and the parent/carer is waiting on the yard to collect them, they will be directed to reception where they will need to sign the child out of the club. There is a specific book for signing out children who are expected to be in a club.

All children must be collected from an after-school club by an adult. (Over 16 years)

Children who leave the building over a lunchtime.

If a child is collected during a lunchtime, they will be signed out at reception identifying the adult who is taking them. They will then be signed back into the building when they return after lunch. If a child is late back into school, this will be marked as late on the register. (This will be monitored by the LA and Attendance 100)

It is the responsibility of all parents/carers to ensure that contact forms are kept up to date. Please inform staff at reception if there has been a change in address or mobile number.

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