



Safeguarding Children Start and End of Day Procedures

Start of the School Day

- Children are permitted to arrive on site from 8.40 am. Children should not be left unattended until the school bell has rung and the doors have been opened.
- Before the school bell all outside classroom doors will be locked and parents and carers should not attempt to enter classrooms when teaching staff are not present.
- The School bell will ring at 8.45am and KS2 children will be collected from the playground by their teachers. Infant doors are opened at 8.50am and the children can then enter.
- Children arriving after the bell or once the doors are shut should enter school via the office and will be marked as 'late' on the register.
- In the morning teachers will be available for brief essential messages, but their priority must be to supervise and settle children at the start of the school day. Longer discussions should be held after school or an alternative appointment made.
- Access to the school office should be made via the front entrance.
- Parents should leave the school site promptly and the main school gates will be locked at 9.00am.
- Entrance to the school after that point and before the end of the school day should be via the front door and the school office.
- On a rainy morning staff will open the doors as soon as they are in a position to supervise the children appropriately.

End of the School Day

- The school gates are unlocked at 2.50pm
- Parents should wait in the main playground until children are dismissed by their teachers. Children between Reception and Y4 will be supervised as they leave school. Year 5 and Year 6 are allowed to be more independent but are informed that if they cannot locate the adult they usually go home with, then they should return to their class teacher. If a Y5/Y6 child is to walk home permission will be given by a parent (see separate letter)
- In order to ensure the safety of children attending after school clubs, staff working in classrooms and the school site; the school gates will be locked at 3.30pm and we request that parents and children have left the site by this time.
- Our younger children will only be released by staff to a known adult. Where collection arrangements are different to usual e.g. a grandparent is picking up, then parents should inform their class teacher at the start of the day or in an emergency can ring the office for them to pass on the message. When our Nursery children are dismissed the adult collecting will need to know the allocated password.

PLEASE BE AWARE THAT ONCE A CHILD IS WITH THEIR PARENT OR CARER, THEN THE PARENT OR CARER IS RESPONSIBLE FOR THEIR BEHAVIOUR AND SAFETY.