



Willow Wood Primary School

Access and Egress Procedures

At Willow Wood Community Primary School, we take safeguarding very seriously and hope to ensure our pupils flourish and develop both socially and academically in a safe and secure environment. Through being clear and consistent in our teaching and ensuring the school environment is safe and conducive to learning, we can encourage all pupils to realise their potential with confidence and enthusiasm.

Our School 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 school, and that any arrival into or departure from the premises is recorded in a separate register on SIMS that is updated in the office. All parents must sign their child in when late or returning from an appointment or out of school using the Sign-in APP when children are taken from the premises earlier than the usual sessions ending time of for appointments during the school day. Similarly, when a child arrives late, parents must sign the child into school using the Sign-in App at the office and SIMS will be updated.

This process will be supplemented by regular head counts during each session.

Records of daily absentees will be kept by the school for the years as recommended by the Local Authority.

Gates

Both main gates (EYFS and KS2) will be unlocked at 8:50am and locked at 9:15am. The pedestrian gates will be used during the day to restrict access and protect staff and children. At 3.20pm the gates will be unlocked, then locked at 3.50pm when the majority of the children have left the premises. After this time, access to and from the premises will be via the office. All gates will be staffed by members of the Senior Leadership Team.

Arrival

Members of staff will be on duty on the classroom doors from 9am – 9.10am each day to ensure the safety of children on the yard. In case of inclement weather conditions, children will go straight to their classrooms once the gates have been opened.

An adult must accompany children in EYFS, Key stage 1 and KS2 up to and including year 4, to school.

If parents wish to discuss any concerns, they will be asked to make an appointment at the Office to speak to a member of staff. In this way information can be shared between home and school to ensure children's welfare is given high priority.

Teaching staff will be available in classrooms to greet children and ensure a good start to the day. On arrival, a member of staff will immediately record the child's attendance in the daily register and save the register to be accessed by the Office by 9.15am to allow any attendance management procedures to be implemented.

Any children arriving after the gates have closed MUST come into school via the front reception door and register with the Office staff.

Any children not accounted for by 9:15am, Office staff will endeavour to contact parents to ensure the child is ill and unable to attend and has not “dawdled” on the way to school, ensuring parents and the school know where the children are at all times.

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 the child must be one of those named by the parent/carer on the authorised contact paperwork. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

In rare occasions, where a parent is struggling to find an adult to collect the child, they can nominate a sibling or other family member under the age of 16 however there must be permission gained in writing for this to occur and it must not be seen as a regular occurrence.

Permission arrangements for children leaving the school at the end of the day will be a matter for discussion between the school 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 (years 5 and 6 with Year 4 being included in the Summer term) as some parents wish their children to walk home alone. School will consider this depending on:

- the distance,
- the child's behaviour and level of maturity,
- any additional needs and
- any concerns that the school may have.

An adult must collect children from clubs during the months of November – April, as it is dark and the roads are dangerous.

No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this as soon as possible as being late to be collected can be distressing for the child. If the designated adult is late in picking up their child without prior warning, the office staff will phone the contact numbers held for the child. If the child has not been collected by 5:00pm and no message has been received then Children's Services will be informed.

All staff will accompany children to the door of the classroom and into the school yard at the end of the day when the parent is visible to them. Any child not collected within 10 minutes is to be brought into school where it is safe and warm by the teacher or member of staff on duty. All children in KS2 (year 5 and 6) are taught to return to school if the person collecting them is not at the designated place. Otherwise, the class teacher will always remain with them. Those in Years 5 and 6 who walk home will always be dismissed first.

School will ensure that members of the senior leadership team are visible at the school gates to monitor the children leaving the immediate school environment.

Uncollected Children

At the end of every session (morning or afternoon for nursery children), the school will ensure that all children are collected by a parent, carer or designated adult. If for some reason, a child is not collected at the end of a session, the following procedure will be activated.

Policy for Safe Arrivals, Departures and for Uncollected Children-

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Headteacher or senior member of staff will be informed.
- Staff will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answerphone requesting prompt reply.
- While waiting to be collected, the child will be supervised by staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and it is 5:00pm (or 1 hour after an after school club), the Headteacher/senior member of staff will call the local Children's Services Department for advice.
- In the event of Children's Services being called and responsibility for the child being passed to a child protection agency, the Headteacher/Senior member of staff will attempt to leave a further telephone message with the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local Children's Services Department.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the school premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session. Under no circumstances will a child be left in the care of another parent.
- The child will remain in the care of the school until they are collected by the parent, carer or designated adult, or alternatively placed in the care of Children's Services.
- Incidents of late collection will be recorded by the Headteacher/Senior member or staff and discussed with parents/carers at the earliest opportunity.