



## **Release at the end of the school day**

### **Introduction**

To ensure the safeguarding of all pupils in our schools the Federation adopts the following procedures to manage the safe release of children at the end of the school day back into the care of the parents. While providing clear guidance on how this should be managed, we recognise that sometimes individual exceptions need to be made reflecting the personal circumstances of particular families. Where this is apparent an individual arrangement may be made with that family with no precedent being established for the treatment of others.

### **Procedures**

- Parents must collect their child from the teacher in person at the classroom door or playground area.
- If the child is to be collected by a person other than the parent, the teacher must be informed by the parent in advance of the collection giving approval for an alternative person to collect their child.
- We recommend that only children in Year 5 and Year 6 are allowed to walk home independently, agreement for this to happen must be provided in writing by the parent to the school.
- Children departing by taxi will be escorted to the taxi by a member of staff and a checklist completed.
- For children attending after school clubs or activities, a register of attendees will be handed to the club leader at the start of each session. It is their responsibility, working under guidance provided by the school, to ensure that all children are safely delivered to the parents at the end of the session.

Next Review Date: March 2022