

Malmesbury Primary School



End of the Day Procedure

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Committee responsible	Community
Date ratified by Governors	January 2020
Date for review	January 2023
Signed (Chair of Governors)	
Signed (Headteacher)	

Procedure for releasing children at the end of the school day.

At Malmesbury we give the highest priority to safeguarding children. Ensuring that children are safely passed into the care of the correct responsible and appropriate adult is part of our safeguarding responsibility.

To ensure the safety of all children the following steps must be taken:

- All children will be prepared for going home by giving them time to collect their coats and other belongings before leaving the classroom. In cold or wet weather adults will ensure that children wear their coats. Preparation to leave the classroom should take place before the dismissal time.
- Reception children will leave from 3pm. The bell will ring for dismissal of children from KS1 at 3.10pm and for KS2 at 3.15pm. The bell is a signal for the class to leave the room.
- Children in Nursery and Reception classes will be dismissed from their classrooms. A member of staff will greet parents or carers at the door and positively identify them by sight as the adult authorised to collect the child. When this has been done, the adult will call the child to the door and hand the child over to the authorised adult.
- The children in Years 1 to 6 will line up in an orderly way before leaving the classroom. They will walk to their dismissal point in their line to ensure safety at this busy time of the day.
- Children will be taken to the following dismissal points:
 - Year 1** – To the Hall, Willow class: the door looking onto the field, Elm class: looking onto the road.
 - Year 2** – Leaving from the Y3/4 door, waiting near the Site Manager's office, to the left of the Y3/4 door as you exit the building.
 - Year 3** – Leaving from the Y3/4 door, waiting to the right of the Y3/4 door as you exit the building.
 - Year 4** – To the left of the Y3/4 door as you exit the building.
 - Year 5** – Leaving from the Y1 door, waiting outside the Music room.
 - Year 6** – Leaving by the Library door, waiting by the green fence outside the Library.
- In Year 1, teachers will greet parents or carers at the Hall door and positively identify them by sight as the adult authorised to collect the child. When this has been done, the adult will call the child to the door and hand the child over to the authorised adult.
- In Years 2, 3 and 4 teachers will wait with their children outside the building in the allocated area. Teachers will positively identify them by sight as the adult authorised to collect the child. When this has been done the child will be asked to walk to the identified adult and will be watched by the teacher until the child has reached this adult. All children must be collected, and will not be allowed to leave school without an appropriate adult.
- In Years 5 and 6 children whose parents or carers have given written consent for the child to walk home alone will be dismissed from the allocated area. All children who do not have this

written consent will wait with their teacher in the allocated area and will be dismissed in the same way as children in Years 1-4.

- If a child is not collected after a few minutes outside, they will be brought by the teacher to the Music Room. Teachers whose duty day it is will supervise these children until their appropriate adults are positively identified by sight and will then release to the child to this adult.
- At 3.30 any remaining children will be taken to the office and staff will attempt to contact parents or carers by phone. If no contact can be made a member of the Leadership Team will be informed. This member of staff will decide the next steps to be taken.
- At the start of a school year, when parents are not known by the teacher, additional care should be taken on dismissal of children. The teacher will introduce themselves to the parents of the children and ensure that they quickly get to know the adults who will be collecting children from their class.
- If a child or teenager comes to collect a child in EYFS or KS1 they will be advised that this is not appropriate. If the parent or carer cannot come, the child will be taken to the office and a member of the Leadership Team will be informed. This member of staff will decide the next steps to be taken.
- Where a parent has informed the office staff that someone new will be collecting a child on a particular day, the office staff will inform the class teacher who will take particular care to identify this new adult and speak to them before releasing the child. If they have any doubts about the person who is collecting, they will send the child to the office and ask the adult to attend at the office for identification to be made.
- If an adult who is not known to the teacher comes to collect a child, the child will be sent to the office for safety and the adult will be asked to go to Reception where a member of the Leadership Team will attempt to ascertain the identity of the adult.
- If children are being released by a Supply teacher or a teacher who is not the usual class teacher additional care will be taken to ensure that children leave school with the correct adult. A Teaching Assistant may be asked to help in identifying parents. If this is not possible additional time must be taken, and the child must be asked to identify the adult in question before they are released. If there is any question about the adult collecting, the child will be brought to the office and a member of the Leadership Team will be informed. This member of staff will decide the next steps to be taken.
- When a teacher is releasing a child from an after-school club additional care must be taken to ensure that the teacher introduces themselves to the parents of the children and gets to know the adults who will be collecting children who attend the club. If they have any doubts about the person who is collecting, they will send the child to the SLT office and ask the adult to come to Reception for identification to be made.
- When a new child joins the class, the teacher must introduce themselves to the parent or carer, shake their hand and have a conversation with them to ensure they have sufficient time to get to know the adult who will be collecting the child.