



Dismissal of Children at the end of the School Day
Or After School Activities

1. The bell goes at 3:15pm every day. Under no circumstances must children be allowed to be dismissed before 3:15pm unless we have telephone or written requests from parents/carers. If this is the case children must be escorted to the school office for collection by parents/carers and the child will be signed out by office staff.
2. All children must leave the building by the designated doors which must be supervised by teachers or teaching assistants.
3. You must never release a child in to the care of an adult you do not know unless the parents/carers have given permission for the school to do so. If you are in doubt call the office to see if they have received permission, if not you must not release the child unless you have contacted the parent to seek permission no matter how insistent the adult collecting the child may be that they have parental permission to collect a child. Please be vigilant for any strangers.
4. If after 10 minutes you still have children left in your care, a member of staff must escort them to the office and make the office staff aware that the children have not been collected. The office staff will endeavour to contact parents/carers. You must not leave children unattended outside the office at the end of the day.
5. If the office staff are not available please let a senior leader know. If you can not find a senior leader you must try to contact the parents yourself (All contact numbers are on Stacey's desk in the grey metal index box)
6. Only children whose parents/carers have given written or telephone permission for their child to walk home unaccompanied by an adult are allowed. If in doubt call the office to check written or telephone confirmation has been received. If this can not be confirmed you must contact the parents/carers for their permission. Please be 100% certain a child has been given permission to leave unaccompanied by an adult.
7. Children must be dismissed from after school clubs through the front office door and must be collected by the appropriate adult unless we have received permission in writing or by telephone to allow the child to leave unaccompanied. In the event that a parent or carer is late to collect their child the member of staff responsible for dismissal must contact the parents/carers or ask a senior leader to contact parents/carers. Under no circumstances must a child be left unaccompanied.
8. In the extreme event that a parent or carer can not be contacted by 5:30pm or you need advice please call Referral and Assessment (Social Care) on 76788555 or the police on 0345 113 5000 for advice.

D. Mooney
September 2013

