



Arrival and Collection Policy

With reference to -

Statutory Framework for the EYFS 2017 (April 2017)
The Education (Independent School Standards) Regulations 2014

Aims

Alamiyah School believes that the safety and security of children is paramount. Therefore rigorous procedures are followed to ensure non authorised person(s) do not gain access to the premises or the children.

Approach

To ensure the safety of all children and staff, Alamiyah School staff must ensure the following procedures are adhered to:

The Elementary pupils arrive between 8:45am and 8:55am. In Children's House, morning session arrivals take place between 9:00am and 9:10am. A member of staff opens the large black vehicular access gates at 8:45am for Elementary arrivals. A member of staff mans the Elementary school door to greet parents and children at 8:45am and the Children's House door is manned at 9am. The door's to the school are not left open or unattended at any time. Parents must ensure that their children are brought to the door and handed directly over to the member of staff. A member of staff will man the school door and record children who have arrived in the register. Late arrivals are admitted at 9:25am for Children's House.

Afternoon session arrivals in Children's House take place between 12:30-12:40pm. Arrival takes place at the children's house door. A member of staff is stationed at the door and welcomes pupils and parents. All pupils are immediately added to the register. Children who arrive after these times will be considered late.

Registers are kept for all pupils, staff and visitors entering and leaving the school premises, so that it is known who is present on the premises at all times. Registration of all pupils will take place at the door electronically through a register which is taken to the door at arrival



and collection times. Registration times are recorded by timestamp on the electronic register. After all pupils arrive at, 8:55am, 9:10am and 12:40pm the pupils are registered on a paper register and totals counted. A headcount is then made and the total number of pupils recorded for each class is placed on a paper register and on a board in each classroom. The registers are collected after they are closed for the session and kept in the Office. All full day pupils are registered twice a day at the start of each session.

Staff and visitors have a separate signing in and signing out book which must be filled in each time the premises is entered and exited with a time and signed when the premises are exited for the last time on that day.

1. Making an appointment

Visits must be booked in advance by appointment only. Entry to person(s) who are not employed by the school will not be admitted entry without an ID check and password. When an appointment is made, the person booking the appointment must record the

1. full name,
2. contact details
3. purpose of the visit
4. remind the to bring a form of photo ID.
5. The visitor will then be supplied with the password for the week, known to all members of staff authorised to open the door.

2. Answering the Intercom and Door

Only staff who have been trained and authorised to answer the door will do so following the procedure below.

Answering the Intercom

The person who answers the intercom must attempt to check the identity of the caller over the intercom:

1. Full Name,
2. Reason for calling,
3. Name of person whom the caller would like to see.
4. Before granting a caller access, always check with the Principal/ Headteacher and the person whom the caller wishes to see.



5. Never grant access to anyone who is not known.

Checking Visitors ID at the Gate or Door

Only staff who have been trained and authorised to answer the door will do so following the procedure below. The person who answers the door must always check the identity of the caller unless their identity has been checked in the past.

1. Full Name
2. Photo ID
3. If an appointment has been made, take the supplied password.
4. The visitor will be required to fill in and sign the visitors book.

Visitors without an ID check and password will not be permitted entry. Upon signing the visitors book, visitors will be asked to read Guideline notes for Visitors. The visitor will then be shown where to wait until a suitable member of staff is available. Visitors will be informed about the mobile phone policy. They will be asked to put their phones on silent and keep it in the office.

3. Visitors

Any visitors such as sales people, college assessors, gardeners, handyman etc must sign in the visitor's book on arrival and departure, show their ID and wear a visitors badge provided by the school.

4. Authorised Collectors

Each pupil must have at least two authorized collectors. Parents are required to provide photographs of each authorized collector together with work, home and mobile phone numbers. If there is a possibility that another person will occasionally need to collect a child then it is important to supply their details in advance to avoid any issues with collections. Parents are required to update their collection list regularly to update any contact details or photographs if any new authorised collectors are added.

5. Non Authorised Persons Calling to Collect Children

If a different person calls to collect a child and the parent / carer has not informed the nursery of this, then the child will not be released until the parent / carer's permission is



obtained via email or phone. The parent must also supply their password to the person collecting. This password must be provided correctly by the person calling, with a form of photo ID, such as a passport or driving licence before the child is handed over.

6. Persons Prohibited from Collecting Children

All staff should be aware that some children are not allowed by law to come into contact with certain members of their own family. Under such circumstances, a register is kept of each child and the names of those family members with whom the child is forbidden contact. If one of these family members should call at the school, they must not be granted access, and an authorised person must deal with the situation and ensure that no contact is permitted. The child’s primary carer must be informed of the incident immediately thereafter.

7. Uncollected Children

See the “Uncollected Child Policy”

This policy was adopted at a meeting at Alamiyah School

Held on:

Signed on behalf of the Alamiyah School:

Date of Next Review: July 2019