

At Pound Hill Infant Academy, the safety of our pupils is paramount and we place an emphasis on our safeguarding practice throughout the academy.

We recognise that arrival to the academy and dismissal from the academy is a time when our pupils' safety needs to be carefully monitored. This policy therefore identifies the arrangements in place to ensure high quality safeguarding practice.

Pupil Arrival

Pupils should be brought to the academy by an adult who is over 16. The Senior Leadership Team (SLT) will be out on the playground from 8.30am for parents to approach and talk to. Parents and carers are asked to wait on the playground / outside area with their child until the doors open at 8.40am.

All pupils access the academy through their year group door. Support staff will meet and greet all children. They will also record any changes in the authorised adults picking up a child on that day. If someone else is making the pickup change on behalf of an authorised adult, a call must be made by an authorised adult to confirm the pickup arrangements. The class teacher will be in class to meet children upon arrival. For our Reception classes, support staff will provide extra support to assist children from the cloakroom to their classroom.

All daily messages for the class teacher can be passed to a member of the support team at the year group doors, if more sensitive they can speak to a member of the SLT on the playground, alternatively they can book an appointment to speak to their class teacher via the academy office.

Doors will remain open until 8.50am. A member of staff will be positioned by the Year One doors until 8.55am to meet any pupils who are later arriving. If a pupil arrives after 8.55am when all playground gates are closed, they will need to enter the academy via the main office.

Pupil Dismissal

At the end of the day, Reception, Year Two and Year One Meteor pupils will be dismissed from the doors of their classrooms and Year One Pluto and Year One Aldrin pupils will be dismissed from the Year One door to their authorised parent or carer.

Gate access to the Infant Academy is from 3.00pm

Parents and carers should wait on the playground to ensure the safe dismissal of the pupils. Teachers will make eye contact with parents and carers to show that they have seen the appropriate person is collecting their child. At this point the pupils will be dismissed to the parent or carer. We ask that parents have patience and are aware that more than one parent may wish to speak to the teacher, so that teachers are able to dismiss safely to the appropriate and correct adult. Pupils will not be allowed to go home with anyone without prior notification given (see [Pupil Arrival](#)). If a non authorised adult informs the class teacher they have permission to take a child home, authorisation will be sought from the parent before permission is given for this to happen adhering to the [Academy Safeguarding and Pupil Security Policy](#).

Only an adult over the age of 16 may collect the pupils. In the event that a child under the age of 16 comes to collect a pupil they will not be dismissed and the parents will be contacted adhering to the [Academy Safeguarding and Pupil Security Policy](#).

For parents who have several children in the academy, they should collect their younger child / children first and then go to collect the older sibling. Teachers will wait with pupils until they are collected.

Pound Hill Infant Academy Pupil Arrival and Dismissal Policy



Late / Non-Collection of Pupils

Pupils not picked up by 3.20pm will be taken to the medical room, parents can pick up from the medical room door from the main playground until 3.30pm. If a pupil is not collected by an authorised adult, staff will ensure that the pupil receives a high standard of care in order to cause as little distress to the pupil as possible. Please refer to the [Academy Safeguarding and Pupil Security Policy](#).

Site safety:

We request bikes and scooters are not ridden on the academy site, including the playground and paths. They must be secured in the storage area on the main playground at all times. All playground equipment is for use by the academy during school time only. The academy is unable to accept any liability for any use of the equipment outside of school hours, this applies to all Junior School pupils as well.

Written by: Principal

Date: October 2019

Review date: September 2020
