



St Cuthbert's Catholic Primary School & Nursery

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In love with Christ: Be the best I can. Be kind to one another.

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Handover Protocols

Safeguarding is a key priority in our school. We have set out the procedures we use to ensure a safe handover of our children to parents/guardians at the end of the school day.

To aid with continuity for the children, it is the parents' responsibility to arrive on time for drop off or pick up.

Collection of Children Policy

1. Before opening the door to release children, please ensure that window blinds are up allowing full view of the outside area and awaiting adults.
2. Children may only be collected by a prearranged authorised adult over the age of 16.
3. Teaching staff will ensure they recognise the person collecting the child and will operate a 'hand over' protocol.
4. If a child is to be collected by a different adult, the parent/guardian must inform the class team beforehand. A password will be requested from the parent to share with the new adult. They will then be asked to share it on arrival to collect the child.
5. Parent/guardian must inform the class teacher via dojo if a different person is collecting their child and inform them of the password. The different adults will be asked for the password on arrival.
6. Teaching Staff will have the right to refuse to handover a child to an unfamiliar adult if they are unsure of the individual or the password is not shared correctly.
7. Teaching staff will wait for the collecting adult to request the name of the child they are collecting.
8. In the interest of safeguarding Parents/Guardians should be mindful that only one child at a time will be collected.
9. Parents/Guardians should give staff the time and space to conduct a safe handover.
10. If parents/guardians wish to speak to members of the staff team this should be done at a pre-arranged date and time. This may not be possible at the end of the school day.
11. Staff will not be able to engage in any other activity other than ensure a safe handover is complete.



Key Stage 2 Collection

All of the above protocols are applicable.

The only exception is that in upper KS2 some parents/guardians may authorise their children to walk home unsupervised.

This is authorised via our Pupil Medical and Welfare form.

Staff have the right to ask a child to remain in school until collection if this arrangement has not been authorised.

Marital/Custody Scenarios

Unless there is a Court Order in place and the school has had sight of this, we as a school do not have the right to prevent a child leaving with either parent who has parental rights.

Parent/Guardian Concerns

Should a parent/guardian come to collect a child and we suspect that they may be under the influence of drugs or alcohol, or otherwise unable to care for their child, we will ensure the child remains on site. We will then attempt to contact another carer (e.g. the other parent or emergency contact) to ask them to come and escort the adult and child home. We may also contact the Children's Services for advice and support.