**Handover  Protocols**

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

St John’s will be ready to receive the children into class at 8.45am and will ensure the children are ready to go home at their official departure time.

**Nursery and Reception classes Collection Of Child Policy**

* Children may only be collected by a recognised parent/ carer
* Staff will ensure they recognise the person collecting the child and will operate a ‘hand over’ policy. Reception staff hand over children one at a time.
* If a child is to be collected by a different adult, the parent/carer must inform the school beforehand. This can be done via telephone (01625 428 222) or email (admin@sjsmacc.cheshire.sch.uk).
* If the different adult is not known to the staff, they will not be able to take the child home and recognised parent/carers will be contacted.
* Staff will have the right to refuse to handover the child to an unfamiliar adult if they are unsure of the individual.
* Early Years and Key Stage 1 children will only be released to a sibling older than 16 years of age.

**Key Stage One and Two Collection of Child Policy**

* There remains a ‘Handover’ Policy in Key Stage One, which means the member of staff must ‘give’ the child to an adult at the end of each day.
* As in reception any new or unknown adults must be made known to the school prior to pick up. If you would like your child to be collected by someone else such as another relative who doesn’t normally pick up then you will need to ring the school beforehand otherwise teachers won’t release the children.
* Children in Y5 and 6 may go home without an adult. However the school or the class teacher will need to have written be notification of this at the beginning of the academic year.
* Parents have a responsibility to inform the school if a child is going home with a different child or is being collected by a different adult or the child will not be released.
* In the case of marital or custody disputes, unless there is a Court Order in place and school have 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.
* Should a parent/carer 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 detain the child and 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 Social Services Duty Desk for advice and support.
* Key Stage 2 children may be released to siblings over the age of 14 at the request of a parent. Any request made for a Key Stage 2 child to be collected by sibling of high school age but under 14 will be considered in exceptional circumstances.

**Late Collection or Non collection**

It is the responsibility of all parents to arrive in good time to collect their child. If a parent/carer/representative has not arrived after 15 minutes then the following procedure takes place.

* The child will continue to be cared for as usual and every effort will be made to make sure the child is not upset by the situation.
* Attempts will be made to contact the parent on all the given telephone numbers. If this produces no result, the emergency numbers will be used to contact a responsible adult.
* If, after one hour the parent or carer has still not arrived and staff have been unable to make contact with another member of the family or family friend it may be necessary to contact Children’s Social Care Services and take their advice.

For Breakfast Clubs running before the start of the school day, the child remains the responsibility of the parent until they are ‘handed over’ and registered with an appropriate adult at the club.

Any person sent to collect a child from school must be over 14 years old and the parent of the child must have given consent. School may check this consent prior to releasing a child.

**Out of School Club**

Children going to Out of School Club (OOSC) will be kept by their class teacher until they are collected by the OOSC staff.

All pick ups from OOSC should be made at the OOSC building by following the path to the right of the car park.

As with other handover protocols staff will not release a child to an unfamiliar adult without prior notification. If you would like your child to be collected by someone else such as another relative who doesn’t normally pick up then you will need to ring the school and obtain a password. The staff will ask for the password at pick up.