



## **Bournes Green Schools - Before and After School Club Collection and Drop-off Protocol**

### **Aims of this protocol**

The school recognises the importance of keeping pupils safe and aims to provide a safe and secure environment and the objective of this policy is to ensure a smooth drop off and collection process to always be in place.

### **List of attendees:**

- If there is a change to the previously agreed arrangement, parents/carers must notify the school office by 12 midday on the day of the change. This change will be shared with the SOTL, Class Teacher and member of The Drop Zone Team.

### **Drop off:**

- Our breakfast club will maintain a register of attendees
- If they are expecting a pupil, who does not arrive they will (call the parents if they have not arrived by 8:30) inform the school office at the start of the day
- EYFS and Key Stage 1 Pupils attending the breakfast club will be taken by a breakfast club staff member to their class at 8:35
- The adult will make sure the teacher is present and make them aware they are dropping the pupil
- Key Stage 2 pupils will line up and be independently dismissed to their classes at 8:40.

### **Collection:**

***Pupils must stay in their classroom and be supervised by their Class Teacher or teaching assistant until they are collected by an adult from the afterschool club***

- Pupils from EYFS and KS1 will be collected by the staff member from the club at 15:10.
- Pupils from KS2 will be collected by the staff member from the club at 15:15.
- In the event of a pupil being collected early from school during the day, the class teacher/office staff should inform the member of the club.
- In the event of a pupil missing who was expected to attend a club and his/her whereabouts are unknown, a staff member from the club must notify the office, and DSL immediately. Missing Child protocol will then be triggered.
- If a pupil is collected by a parent/carers at the end of the school day, but was booked into a club, the member of staff who hands-over the pupil, will ensure that the club know they have been collected.
- If a Y5/6 pupil is booked into a club, they must attend even if they say they have permission to walk home alone, until such a time as the club staff can establish satisfactory permission from parents/carers.