



LANDAU
FORTE
ACADEMY
MOORHEAD

Policy Name	Arrivals & Departures
Policy Number	POL001
Date of Issue	March 2019
Author	H Dashfield
Reviewed by	
Date of next review	September 2020

1. Scope of the policy

This policy applies to Landau Forte Academy Moorhead.

2. Purpose of the policy

This policy is to ensure the safety of children when entering and leaving the Academy. Landau Forte Academy Moorhead will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session by following the systems and procedures outlined in this policy.

Landau Forte Academy Moorhead has written this policy to ensure that best practice and procedures are carried out at the Academy. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

3. Policy Detail

Admissions:

- It is the responsibility of the Office Administrator and Family Support Worker to ensure that an accurate record is kept of all children in the Academy and the class they have been assigned to.

Arrivals:

- When children arrive at the Academy, the class teacher will take an electronic register.
- Arrival or departure to and from the Academy is recorded on a slip / book and then recorded electronically on Arbor.

Departures:

- If the child is to be collected by someone other than the parent or carer, this must be explained to the member of staff dealing with departures and recorded on Arbor. Parents and carers should inform the Academy of any changes to the collection arrangements for their child/ren.
- Children will **NOT** be allowed to leave the Academy unaccompanied unless there is written permission by the parent/carer.
- No other person other than those named on the Admissions Form or in writing from parents/carers, will be allowed to depart from the Academy with a child. If a person arrives without the Academy's prior knowledge, the Academy will make contact with the parent/carer to seek clarification and ask the parent/carer to collect the child should the Academy feel the person is unsuitable to collect the child.

- If the parent/carer or nominated adult is going to be late collecting their child, staff must be informed as soon as possible. If a child is picked up persistently late the class teacher will arrange to meet with the parent/carer to discuss the issue. This could be referred to the Family Support Worker or member of the SLT.
- In the event of an adult being late picking up their child, the procedures of the Uncollected Children Policy will be followed and a referral to an agency such as Social Care may be made.

Disability Equality Impact Assessment:

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.



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Date	March 2019
Change Made	First Version
Made By	HDA