

Mercia Primary Academy Trust
Lark Hall Infant & Nursery Academy

Dismissing Children Policy

Principles

Children's safety is our first responsibility and is always our utmost concern. Dismissing younger children needs to be consistent and ensure that all children leave the premises safely.

Procedures

It is the class teacher's responsibility to ensure that all children in their class are only released to adults who have been recorded as guardians on the pupil data sheet.

Any child not collected by 3.10pm must be brought to the office.

Parents may, in writing, request an alternative adult to collect their child and this adult must also be recognised and confirmed by the child in question.

Parents may verbally inform the office that an alternative adult will collect their child. The office will give the parent a password that the person collecting must say to the class teacher on collection of the child. The adult must also be recognised and confirmed by the child in question.

Where no recognised Guardian appears to collect a child and an unknown adult asks to collect the child the teacher must:-

1. Under no circumstances release the child to that adult.
2. Inform the Head or most senior teacher of the situation.
3. Obtain verbal confirmation from a named guardian regarding the adult's identity.
4. The adult must be recognised and confirmed by the child in question.
5. The decision to release the child to that adult will be that of the Head Teacher or most senior teacher at that time.

The Head teacher will send a letter to the Parent/Guardian involved reminding them of the need to give the school plenty of notice when they are not able to collect their child.

Summary

Mercia Primary Academy Trust will ensure that no child is released to adults not allowed by children's legal guardians and also known to be that person by the children.

Signed

Director Mercia Primary Academy Trust

Version Control

Version	Date Approved	Changes	Reasons for Alterations
2	04.05.2016	Password requirement added	
3	29.06.2018	No changes	