

Lark Hall Infant & Nursery Academy



Dismissing Children Policy

Policy Status and Review

Date:	June 2024
Review Date:	June 2026
Signed by Governor:	Marion Couchman
Date Signed:	12/06/2024

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 parents /guardians on the Dismissal procedure list

Any child not collected 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 and this 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 parents/ guardian regarding the adults 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

The school will ensure that no child is released to adults without permission from the child's legal guardian.

This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact your Directorate HR Unit.

A signed copy of this document is available from the school office.

Version Control

Date approved	Version	Changes made	Reason for amendment
Oct 2015	1		
February 2016	2	none	
July 2018	2	None	
November 2019	2	None	
June 2022	3	Added a range of different formats	Accessibility
September 2023	3	None	
June 2024	3	None	

