

# RICE LANE PRIMARY SCHOOL AND NURSERY



## Extended Services Security, Password and Collection Policy and Procedure

**AGREED BY GOVERNORS: March 2024**

**Signed:**.....  
Chair of Governing Board

**To be reviewed: March 2027**

### **Statement of Intent**

We are committed to the safety and security of our children and strive to ensure the highest standards of protection for our children. Responsible staff will adhere to the procedures outlined in this policy to ensure this. These procedures will be subject to regular scrutiny and review by the school Safeguarding Lead and members of SLT.

### **Procedural Outline**

Parental information held on Arbor will be used for the purposes of ensuring School / After School Club staff know who they are talking to either on the telephone or in person. Staff will only release children to adults that we are sure are authorised to collect. Children under the age of 16 years are not permitted to collect from After School Club. Parents / Carers are ultimately responsible for ensuring that information we hold is up to date. Parents/Carers will be obliged to read and sign the Parental Contract as appended to this report.

### **Authorised Drop-off Procedures (Breakfast Club)**

Provision must have been previously booked in advance (we may ask for proof of booking if not on our daily register). Children MUST be brought to school and handed over to Breakfast Club lead staff by an adult over 16 years old. Children must not be dropped at the school gate.

### **Authorised Collection Procedures (After School)**

Staff will only allow collection of children from After School Club by a known adult. This is defined as parents, carers or other adults known to the child, registered as able to collect on Arbor and who know the password. It is considered acceptable that regular persons who become known to After School Club staff may not be asked to provide a password every day. Should an unfamiliar person come to collect a child without prior arrangement, collection will be refused and procedures for unauthorised collection will be followed. Please ensure anyone you wish to consider as someone who would regularly collect your child is registered with us by contacting the school office [admin@ricelane.liverpool.sch.uk](mailto:admin@ricelane.liverpool.sch.uk)

### **Emergency Collection Procedures**

Parents / Carers wishing to arrange collection by a person who is not recorded as a contact on Arbor need to inform either school during the day no later than 2.30pm or After School Club staff after 3.30pm by telephoning the After School Club emergency contact number on 07776 133284. Staff will verify that they are talking to someone authorised to make such arrangements by asking security questions (such as the password and other details held on Arbor). We may also ask how the child would identify this person. Upon collection, the child will be asked if they know who it is that has come to collect, and the adult will be asked for the correct password.

### **Unauthorised Collection Attempt**

Should someone present to After School Club to collect without the above arrangements being made, collection will be refused, and staff will immediately attempt to contact parents/carers; a member of the Senior Leadership Team (SLT) will be called to assist. We recognise that emergencies happen and on very rare occasions, emergency arrangements may need to be made. However, as above, every attempt must be made to notify School staff in advance. Children will only be released once SLT staff have gathered enough information to authorise collection.

**Late Collection / Non-Collection**

There is NO capacity to provide care for children beyond 5.30pm, therefore it is imperative that children are collected BEFORE 5.30pm. Should late collection occur three times within a half term, provision will be removed.

If a child is not collected from After School Club, SLT School Staff will make every reasonable attempt to contact parents, carers or authorised contacts. If this is unsuccessful, staff will have no option but to adopt the Policy for Late Collection of Pupils which may result in a call to the Police and/or Childrens Services.

## **Extended Services Statements of Provision and Parental Agreement Statements**

Breakfast Club is available from 7.30am. After School Club runs from 3.35pm until 5.30pm. Breakfast club is £4 per session and After School Club £5 per session (payable at the time of booking). Fees are payable in advance on Arbor and are none refundable/transferrable.

After school club, will be running a Security and Password Policy which means that only adults who know the password will be allowed to collect your child from After School Club. In addition, we may ask additional security questions to verify requests to amend collection arrangements.

Our Extended Services provision is very popular; we advise that you book well in advance to avoid disappointment.

If you have booked a session but no longer need it, please let us know.

We strive to ensure that our provision is a safe, warm, welcoming place to be and expect that children adhere to the same behavioural expectations as the main school. Staff adopt the same practice standards as school.

### **Parental Agreement Statements**

Name of Child(ren) .....

I will ensure my child/children are dropped at Breakfast club **no later** than 8.30am and collected from After School Club **no later** than 5.30pm.

I will adhere to the Security, Password and Collection Policy.

My password is: \_\_\_\_\_

I agree that I **will not** bring my child to any extended services provision, without prior booking.

I will mail [admin@ricelane.liverpool.sch.uk](mailto:admin@ricelane.liverpool.sch.uk) the day before the booked day that I need to amend.

I understand that my child is expected to follow the same standards as defined in the school Relationship and Behaviour Policy (on the main school website) and that provision is subject to this expectation.

Parent / Carer Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

### **Useful Information**

School contact: 0151-525 9776 / [admin@ricelane.liverpool.sch.uk](mailto:admin@ricelane.liverpool.sch.uk)

Breakfast and After School Club Emergency Telephone: 07776 133284 (7.30am to 8.45am then 3.35pm to 5.30pm)