



# **Handover Agreement**

**Hunter's Bar Infant School**



## **Agreed Safeguarding Responsibility**

Safeguarding is a key priority in our school. To keep our children safe we have set out the procedures we use to ensure a safe handover of our children at both the beginning and end of the day. Hunter's Bar Infant School operates a **strict 1:1 handover procedure** in line with effective Safeguarding Practice. This applies to the responsible adult handing over whether that be parent, carer, family member, wrap around care provider, child minder etc.

## **Before your child begins at school**

You will be asked to provide information about who would normally be picking up your child from school. This information will be recorded by the school office and given to the teachers. Staff will only release the children to the named collector(s).

## **Dropping your child at the start of the school day**

Classroom doors will open promptly at 8.40am and all children must be handed over to the class teacher/ teaching assistant. If you wish to speak with a school adult please be patient whilst we safeguard the children or speak to the school office team and request a phone call.

## **Collection at the end of the school day**

Classroom doors will open at 3.20pm for collection of your child. The children line up outside the classroom until their name is called and the 1:1 handover takes place. Staff will only release the children to the named collector(s). We realise that there will be times and circumstances where you need someone different to collect your child, please inform the school office by 2:30pm where possible should you have arranged alternative collection.

These strict handover procedures do mean that it may take a few more minutes to dismiss the children at the end of the day. However, safeguarding the children at this busy time of day is our highest priority.

## **Alternative wrap around care providers**

At Hunter's Bar Infants we run our own breakfast club from 8:00-8:40am. If your child attends this club they will be handed over to their classroom teacher at 8:35am by a member of breakfast club staff. The Lime Trees run an after school club in our school hall from 3:20-6:00pm. If your children attend this club they will be escorted to the club by a school adult.

We also work closely with other child care providers in our local area that serve our school community. These providers are expected to follow the strict 1:1 handover rules. They will handover and collect from your child's class doors and a school adult will sign to say they have received your child. Your children will then be signed over to the childcare provider at the end of the school day.

All childcare providers will be in receipt of this agreement and a signed copy will be kept securely in school.

Michael Barnes

Head teacher