



SUNSHINE AFTER-SCHOOL COLLECTION AND HANDOVER POLICY

Responsible: Governing Body

Agreed: March 2026

To be reviewed: Annually in line with Safeguarding policy and procedures (or earlier in case of incident review or legislation changes)

Reviewed:

1. Introduction

This policy outlines the procedures for the safe and efficient transfer of children to the Sunshine afterschool provision at the end of the school day. The school is committed to ensuring that all children attending Sunshine are supervised, accounted for, and handed over safely to Sunshine staff. All staff involved in the end-of-day transition must follow this policy to uphold safeguarding expectations and maintain consistent practice across the school.

This policy should be read alongside:

- **Keeping Children Safe in Education (KCSIE)**
- **DfE Wraparound Childcare Guidance**
- **St. Peter & St. Paul CE Primary School Safeguarding and Child Protection Policy**

2. Aims and Objectives

- To ensure that all children attending Sunshine are transferred safely and promptly at the end of the school day.
- To provide clear expectations for class teachers, support staff, office staff, and Sunshine staff.
- To ensure accurate record-keeping and communication between school and Sunshine provision.
- To prevent unauthorised access to the building and ensure that all parent collections are managed safely.

3. Roles and Responsibilities

3.1 School Staff

- Escort or release children to Sunshine in accordance with the procedures outlined in this policy.
- Ensure that any changes to a child's attendance at Sunshine are communicated to the main office and Sunshine staff.
- Report any discrepancies immediately using the designated communication method.

3.2 Sunshine Staff

- To ensure up to date register is provided to the school office on a Monday morning.
- Sign in and out of the building as required.
- Supervise children in the Library and take accurate registers.
- Report any missing children or unexpected absences immediately.
- Escort children safely off the premises once all are accounted for.

3.3 Office Staff

- Maintain up-to-date Sunshine attendance lists.
- Communicate any changes in collection arrangements to class teachers and Sunshine staff.
- Manage parent enquiries and ensure parents follow the correct collection procedures.

4. Procedures

4.1 Sunshine Staff Arrival

- Sunshine staff must sign in at the main office at 3.10pm unless they are already onsite as school staff.
- After signing in, Sunshine staff must wait in the **Library** until children arrive.

4.2 Transfer of Children – 3:15pm

Reception and Year 1

- Class teachers or support staff must escort children to the **Library**.
- Children must be handed directly to Sunshine staff.

Years 2–6

- Class teachers must send children to the **Library** according to the Sunshine attendance list held in class.
- Children should arrive promptly and independently unless otherwise required.

4.3 Registering Children

- Sunshine staff must take a register immediately upon receiving the children.
- All children must be accounted for before leaving the building.
- Once the register is complete:
 - A Sunshine adult must lead the group through school.
 - The group must exit via the **main office**.
 - Sunshine and school staff must sign out as they leave.

4.4 Reporting Discrepancies

- Any missing children, unexpected absences, or concerns must be reported to the **main office immediately**.
- Communication must be made using the **Year 3 phone** (or the Library phone once installed).
- Staff must not leave the building with the group until the discrepancy has been resolved.

4.5 Parent Collections

- Parents wishing to collect their child instead of attending Sunshine must:
 - Report to the **main office**, or
 - Inform the class teacher, who will retrieve the child from the Library, informing Sunshine Staff and the office.
- **Parents must not be permitted to enter the building** to collect a child from Sunshine under any circumstances.
- Sunshine staff must not release a child directly to a parent at the Library door or elsewhere inside the building.

5. Safeguarding Escalation Procedure

- Sunshine staff must report **any safeguarding concern** — including injuries, disclosures, changes in behaviour, or anything that causes concern — **immediately** to a member of the safeguarding team.
- All concerns must be logged using **CPOMS** by school staff.
- Safeguarding concerns must **never** be delayed or left until the next day.

6 Communication and Amendments

- Any amendments to this policy or to Sunshine procedures must be communicated to class teachers during the week.
- Staff must implement changes immediately to ensure consistency and safeguarding compliance.