



# Priestsic Primary and Nursery School

## Dropping Off and Collecting Pupils Policy

### **Definitions**

For the purposes of this policy and procedures a child, young person, pupil or student is referred to as a 'child' or a 'pupil' and they are normally under 18 years of age. Wherever the term 'parent' is used, this includes any person with parental authority over the child concerned e.g. carers, legal guardians etc.

### **Rationale**

The need for the school to devise a child drop off/collection policy is to:

1. Clearly outline the drop off/collection and walking home procedures to the school community.
2. To ensure that each child is safe.
3. To devise an easy-to-follow signing in and out system within the school.

### **Aims**

- Safeguarding all children.
- That no child is unaccounted for at any time.
- That each teacher is up to date on child drop off/collection and walking home procedures and arrangements and expectations.
- Ensuring all staff have up to date information.
- That the school community is aware of the appropriate procedures and expectations.
- Providing a well organised and safe signing in and signing out procedure.
- Encouraging children to take responsibility for their own safety and the safety of those around them.
- Working in partnership (school and parents/carers).

## **Introduction**

In order to safeguard our pupils at Priestsic Primary and Nursery School, it is essential that the school ensures all children arrive at and leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school. Sometimes there will be 'one-off' arrangements. For this reason, we have set out clear procedures which all staff and parents/carers must adhere to.

## **Roles and Responsibilities**

Child collections, drop offs and walking home procedures place particular responsibility on various personnel within the school chain of command. However, we must all accept the role that we play and our responsibility to ensure:

- Positive school community communication.
- Co-operation between all parties to ensure the safety of children and staff
- A responsibility of community members to adopt and apply this policy.

## **Parental/Carer Responsibility**

- At the point of collection, the responsibility for the care of the child is passed to the parent/carer/designated adult.
- Dangerous play/inappropriate behaviour in the school grounds or local area is not allowed and we request that parents support school with this policy.
- Parents/carers should provide at least **two** emergency contact numbers.
- Emergency closing: Parents/carers should note that the Headteacher might not be in a position to allow children into the school building/playground because of an unforeseen emergency. Parents should check email, text, Class Dojo, the school website or correspondence from school for information of closures.
- If there is an emergency closure of school during the school day, an adult will be expected to pick the child up from the school site. Arrangements can be made over the phone in emergency situations.

## **Dropping Off Guidance**

- All children are welcomed into school by a member of staff situated outside the door nearest their classroom. Children should go straight into the school building via the appropriate door once the school doors open at 8:45 am.
- There will be a staff member in their year group ready to welcome children into their classrooms.
- The class teacher should be made aware by the parent/carer who will regularly collect their child if it is not the parent/carer.

### **Collection Arrangements**

- Children are to be collected at the end of the school day by a responsible adult from their child's class teacher or the teacher supervising the class at the time.
- Teachers in EYFS, Years 1,2,3,4,5 and 6 will dismiss children from the classroom upon seeing the agreed collecting adult.
- Children are not to be released from school with someone if they are showing signs of distress or anxiety.
- Children are not to be released if the teacher feels that the parent is not in a fit state to ensure their child's safety. This will be immediately reported to a Designated Safeguarding Lead in school.
- In addition, we will only hand over pupils to named adults or older siblings (provided they are 16 years old or older) who are on the school data form. Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement. We also ask that you keep us informed of any changes in arrangements. If someone turns up to collect your child and we have not been notified, the adult will have to wait until we have verified his or her identity.
- If no one turns up to collect a child in these year groups. they will be kept in school and parents/carers will be contacted. We will not allow older brothers and sisters in school to collect younger siblings.

### **Late Collection Procedure/Child not collected from school**

In the event that a child is not collected by an authorised adult at the end of the school day, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that if they are unavoidably delayed, they will be reassured that their child/children will be cared for.

If a child is not collected at the end of the school day/at the end of an after-school club, we use the following procedures:

- The school office is consulted for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work
- If this is unsuccessful. The adults who are authorised by the parents/carers to collect their child from school and whose telephone numbers are recorded on the school database are contacted (emergency contacts).
- The child will stay at school in the care of a member of staff until the child is safely collected
- If the parent/carer is late in collecting their child, they should go to the school office to collect them

- If no one can be contacted to collect the child by 5:00pm, or staff are no longer available to care for the child/Children the Multi Agency Safeguarding Hub (MASH) may be contacted by a Designated Safeguarding Lead (DSL).
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness to relevant external agencies working with the family as required i.e. Family Service /Children's Social Care.

### **Non-Parents Collecting Your Child**

- A child's parents must have provided clear verbal or written permission to the class teacher/office administrator for children to be released to an adult who is not the parents or carers of the child. This permission must be given with a description of the person collecting (if not already known to the school). Where possible, this person will be introduced to the class teacher in advance of the first collection.
- If any member of staff is unsure of the adult's identity, they may ask to see identification. If, after checking identification, there is any uncertainty about the person collecting, the member of staff should take the child to the school office and contact the parents by telephone to seek further guidance/advice and inform a Designated Safeguarding Lead
- If the parents/carers are not contactable then the member of staff should refer to the procedures for children uncollected from school.

### **Children Walking Home Independently**

There are no laws around age or distance of walking to school. A families guide to the law states:

"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school". (Is it legal? A parent's guide to the law by the Family and Parenting Institute -June 2011).

Only children in Year 6 are allowed to leave school independently to walk home, provided parental consent has been given in writing. The school keeps a register of children who have permission to walk to and from school independently which is shared with the child's class teacher. Year 6 children walking home alone will be dismissed by their classteacher. If a child should not arrive home at the expected time, the parent/carers is expected to notify the school immediately. These permissions only apply to children leaving school at the end of the school day: any child leaving school early (e.g.

for medical reasons) or leaving school later than normal home time (e.g. after-school event) must be collected by a responsible adult.

**See separate Safeguarding Pupils Walking to and from School Alone Policy**

### **Early Collection Procedure**

Whenever pupils need to be collected before their formal dismissal time, parents/carers must provide prior notification by writing or by telephoning the school. This is to ensure that the class teacher is notified and therefore has sufficient time to distribute any homework/notices.

At the time of early collection, parents/carers must report to the school office. Parents/carers are required to sign the child out with the time that the child is being collected. Office staff will notify teachers that the parent/carer has arrived to collect the pupil. Parents/carers are kindly requested to wait in the office area for their child to arrive from the class.

The School recognises that at times, pupils will need to attend appointments (including medical appointments) during the school day. In such cases, parents/carers are welcome to collect their child for the appointment and then return them to school during the school day. Parents are required to sign their child out of school. The office will ensure that the child is signed out of school when leaving the premises. When parents return their child to school, they must report the child's return to the school office so that the school is aware that the child has returned and is back on the school premises. The office will ensure the child is signed back into school upon their return.

### **Supervision in the School Grounds**

Parents should note that the school does not provide a member of staff to supervise children before the doors open at 8:45 a.m. (unless the children are part of the agreed before school Breakfast Club) or after 3:20pm (unless children are attending an after-school clubs organised by the school). Therefore, the welfare of children until/after that time is the responsibility of parents/carers.

However, if a problem or difficulty arises and it is brought to the attention of the school, the school will intervene, e.g. if a child falls and hurts themselves the school will provide medical assistance.

Children should not be dropped off and left on the playground unsupervised and should stand with their adult until the school doors open at 8:45 am.

Due to the limited space available on the school playground and for health and safety reasons, ball games on the school playground before and after school are **not** permitted.

### **Parental Responsibility**

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the

responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.

#### **Links to other policy documents**

See also:

Health and Safety Policy

Whole School Child Protection Policy

Safeguarding Pupils Walking to and from School Alone Policy

#### **Monitoring and Review**

A copy of this guidance is available to all staff and parents and is published on the school website. Parents will be made aware of this policy when their child is admitted to this school.