

Drop off and Collection Policy

Adopted: November 2023

Reviewed next: November 2027

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.

Introduction

In order to safeguard our pupils at Haddenham Community Infant 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.

General Collection Arrangements

- Children are to be collected at the end of the school day from their child's class teacher or the teacher supervising the class at the time from their outdoor exits.
- Parents are expected to make it clear to the School, at the start of each year, the default arrangement for collection and travel home and to telephone or send in a signed note on occasions that this arrangement is changed.
- Parents are expected to provide the school with at least two working phone numbers and correct contact information and update the school when changes occur.
- 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 the Designated Safeguarding Lead in school.
- Under no circumstances will school staff go to look for the parent/carer or take the child home.
- No dogs are allowed on the school site. All pets are uninsured on our premises and for health and safety reason they must not be brought onto the school grounds. All dogs should be left outside the school premises away from the immediate entrance/exit.
- Bikes and scooters are permitted to be parked in the designated spaces however they are not to be ridden inside of the school gates, this includes siblings.
- Children are not permitted to play on the 'Trim Trail' / Outdoor Gym or on any of the school grounds before or after school as we are uninsured for children to use the equipment without the supervision of a member of school staff. This includes siblings. The school does not take responsibility for any accidents or injuries sustained if children use the equipment outside of school hours.
- Balls are not permitted on the playground before or after school.

The school is not responsible for the safety of children on their journey to and from school.

Children

- Children are expected to leave with the known adult promptly and sensibly.
- Children should not use any of the school's play equipment after school. Children will be made aware through assemblies and safety lessons of the danger and will be expected to be under close supervision by their parents at all times.

Late Collection Procedure

Parents and carers share in the responsibility to work with school staff to ensure their children are safe and in the care of a responsible adult. Parents should notify the school immediately (by contacting the school office on **01844 291207** if it becomes apparent that the person collecting their child may be late.

- When a child has not been collected by home time, the child is taken to the school office.
- The parent will be contacted by telephone.
- If parents are unavailable, the emergency contact is called.
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with the Educational Welfare Officer or Children's Social Care. Safeguarding procedures will be followed if no contact has been successful.
- All late collections will be monitored and logged and where applicable the late drop off and collection protocols will be implemented
- Where a child is consistently collected late from school, parents/carers will be invited to meet with the Head teacher and designated safeguarding lead to discuss the steps they could take to avoid a recurrence of this situation, e.g. ensuring that the school has current contact details, including emergency contacts.

Non Parents Collecting Your Child

Parents must have provided clear verbal or written permission to the class teacher via our regular pick up forms or via the office email/phone 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 the Head teacher or a DSL.

- If the parents/carers are not contactable then the member of staff should refer to the procedures for children uncollected from school.
- Children will only be released from school to young people over the age of 16 years, including older siblings, when the teacher is satisfied that it is safe and reasonable to do so.

Children Travelling Home Independently

“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).

The NSPCC advise the following:

- Children under 8 should not be outdoors for a considerable length of time unaccompanied
- Children under the age of 12 should not be home alone for more than a very short period of time

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 prepare the child with all of their belongings before leaving.

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 entrance 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, where possible a copy of the medical letter can be sent to the school office in advance. 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 via the ipad and the school office so that the school is aware that the child has returned and is back on the school premises.

Supervision in the School Grounds

Dropping off in the morning the school gate opens at **8.35am** and closes at **8:45am**. All children should be in school by 8:45am.

Parents should note that the school does not provide a member of staff to supervise children before or after school (unless children are attending after school club organised by the school).

Therefore the welfare of children remains the responsibility of parents until the child is safely in the classroom in the mornings. Children should **not** be dropped off at the school gate and parents should take their child to the classroom entrances. However, if a problem or difficulty arises and 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.

At no time should a child play on the outdoor equipment before or after school due to insurance purposes and a child getting injured.

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
- Safeguarding 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.