

**May
2024**



Drop off and collection from school policy

Approved by Governors:	20 th May 2024
For review:	May 2026

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

BALDWINS GATE CE PRIMARY SCHOOL

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Drop off and collection from school policy

Definitions:

For the purposes of this policy and procedures a child, young person, pupil or student is referred to as a 'child' or 'pupil' and they are normally under 18 years of age.

Wherever the term 'parent' is used this includes any person with parental responsibility (PR) over the child concerned e.g., foster carers, legal guardians etc.

Introduction

In order to safeguard our pupils at Baldwins Gate Primary 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/HLTA supervising the class at the time.
- Children must only exit the school when the staff member releasing the children has seen that their agreed adult has arrived and instructs the child to leave.
- Children will not be released from the school with someone if they are showing signs of distress or anxiety. At this point the headteacher or deputy headteacher will be called.
- Children will not 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 the school.
- In an emergency/unplanned situation two members of staff may take a child home to their parent or legal guardian. In this case the Designated Safeguarding Lead will be informed first.

Late Collection Procedure

- When a child has not been collected by 3:40pm they will be taken to Buzz Club (the parent is liable to pay the cost of this service) and a member of school staff will make contact with the parents by telephone.
- If parents are unavailable, the emergency contact will be called.
- Lateness of collection is monitored by the school. The school may share this information with regard to persistent lateness with the Educational Welfare Officer or Children's Social Care.

Non-Parent Collecting a Child

Parents must have provided clear verbal or written permission to the class teacher for children to be released to an adult who is not the parents or legal guardians 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.

When this permission is provided by a parent of the child, the school will follow the wishes of the parent. If this information is passed on by a carer of the child who does not have parental responsibility (PR), the school will seek from permission from a parent.

- 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 either the headteacher or deputy headteacher.
- If the parents/carers are not contactable then the member of staff should refer to the procedures for children not collected from school.
- Children will only be released from school to young people under the age of 16 years, including older siblings, when the teacher is satisfied that it is safe and reasonable to do so and a parent has given permission.

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**

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 travel to and from school independently which is shared with the child's class teacher. Children must notify the class teacher when leaving school. The children will always be encouraged to walk home together in pairs.

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 (eg for medical reasons) or leaving school later than the normal home time (eg PTA event) must be collected by a responsible adult.

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 school gate opens at 8:45 am (unless the children are part of the agreed breakfast club or attending booster classes) or after 3:30 pm (unless children are attending an after school club organised by the school) and therefore the welfare of children until/after that time is the responsibility of parents.

Children should not be dropped off and left unsupervised before the gate is unlocked and classroom doors are opened. If this happens the children will be placed in Buzz Club and parents will be billed accordingly. However, if a problem or difficulty arises and is brought to the attention of the school, the school will intervene, eg if a child falls and hurts themselves the school will provide medical assistance.

Children should not play on the school equipment/activity trail at the start or end of the school day or run around the school grounds.

Parental Responsibility

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school or nominate an adult (see non-parents collecting a child) to collect the child on their behalf, 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.