

# **Collection and Dropping Children Off Guidance**



## **Clive Church of England Primary School and Nursery**

## **Statement of intent**

Clive Primary School and Nursery believes it is essential to ensure all pupils arrive and leave school with a safe adult. We appreciate that, for many families, arrangements need to be flexible and it may be that a number of people care for the child after school. For this reason, we have set out clear procedures which all staff, parents and carers must adhere to, to ensure the safeguarding and wellbeing of pupils.

The aim of this guidance is to:

- Keep pupils safe.
- Ensure all staff members are aware of the preferred procedures for the end of the school day.
- Make parents/carers aware of the expectations regarding collecting children.
- Highlight the importance of parent/carer-school communication.

## **1 Legal framework**

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Section 175 of the Education Act 2002
- DfE 'Statutory framework for the early years foundation stage' 2017
- **Keeping Children Safe in Education**

This policy will be used in conjunction with the following school policies:

- **Health and Safety Policy**
- **Child Protection and Safeguarding Policy**

## **2 General Dropping off procedure**

- Children should arrive at school between 08:40 and 08:50.
- The dropping off procedure for each class group have been agreed as follows:

Foundation Stage should be taken by parents/carers into their classroom.

Class One should be taken to their classroom door by their parents/carers.

Class Two should be taken to the entrance of the building by their parents/carers.

Class Three should be taken to the school gates by their parents/carers.

Where parents access the walking bus, the child should be passed to the adult in charge of the walking bus.

- All parents/carers should adhere to the dropping off arrangements as details above, with the exception of Year 6 pupils, who with written consent from their parents/carers will be deemed old enough to arrive at school by themselves. At any time, school reserves the rights to express concerns/review the arrangements for Year 6 pupils with written consent, if school feels the arrangements are unsafe or not within the child's best interests.
- Parents/carers with children in younger years should follow the drop off procedure as previously outlined.
- The school holds responsibility for the child once the child has entered the school gates at the beginning of the school day, and therefore, due to the nature of the school access needs to ensure that they arrive safely. The school therefore feels that any children other than in Year 6 need to arrive as previously outlined, with no exceptions.
- In the event that a child does not arrive within the allocated times, the school's safeguarding procedure will be followed and relevant agencies will be notified.
- If the child arrives late, this will also be recorded and relevant actions will also be taken.

### **3 General collection procedure**

- At the beginning of each **academic year** parents/carers will be asked to complete an information sheet, giving the names of those people who would normally collect their child from school, and the relationship to the child.
- Parents/carers will notify school as soon as possible, and before 3pm on the day of any changes, to the usual arrangements for collecting children. This will allow school sufficient time to inform the class teacher.
- Parents/carers will promptly collect pupils at the end of the school day, which is 3:15pm
- Parents/carers will wait outside the school gates for their child to arrive. School will notify parents via the Friday Post and text message of any changes to the usual collection point of children.
- Class 1 and class 2 teachers will escort their pupils to the school gates at the end of each day.
- Staff members will supervise class 1 and class 2 pupils until they have been collected.
- Class 3 pupils will walk to the school gates by themselves and wait to be collected. If the person collecting them is not at the gates they will wait **for 5 minutes** and then return to school.
- Parents/carers will promptly collect nursery children at the end of the nursery session – **12.20, 1.00 (if they have stopped in school for lunch) or 3.15.**

- Pupils who have not been collected at the end of the school day or the nursery session will be escorted to the school's office and contact will be made with the parent/carer.
- Under no circumstances will staff members take pupils home themselves.
- **Pupils will be allowed to walk home on their own as long as the class teacher has been informed of this arrangement by the pupil's parents prior to this commencing.**
- Staff members will not release a pupil if it is felt that the parents/carers are not in a fit state to ensure the pupil's safety or if the pupil shows signs of distress or anxiety.
- Behaviour of pupils on their way home remains under the jurisdiction of school until they have entered the home. Should behaviour be such that it brings the school into disrepute, the behaviour policy guidelines for sanctions will be implemented.

#### **4 After-school club collection procedure**

- All after-school clubs and extra-curricular activities will finish at 4:15pm.
- Parents/carers will be informed of the location of the after-school club and the required pick up place.
- Where after-school club provision is provided by an external organisation, it is the responsibility of that organisation to implement an appropriate process for the collection of pupils, ensuring that they effectively identify and respond to safeguarding concerns.
- Pupils who have not been collected following an after-school club will be escorted to the school's office and contact will be made with the parent/carer.
- School will notify parents/carers as soon as possible by text message if an after-school club is not taking place. Unless it is an extreme emergency, clubs should only be cancelled with at least 24hrs notice being given.
- School will notify parents/carers by text message of any changes to the usual collection point of children following an after-school club.

#### **5 Late collection procedure**

- Parents/carers will notify the school at the first possible opportunity if they believe they will be late to collect their child.

- If a pupil has not been collected **15 minutes** after the specified collection time, the pupil will be escorted to the school office and contact will be made with the pupil's parents/carers.
- If the pupil's parents/carers cannot be reached via the contact number provided, the pupil's emergency contact will be phoned.
- The school will continue to try and contact the parents/carers.
- All staff members are aware of the school's procedure for late collection and will ensure that the situation is resolved whilst causing as little distress as possible to the pupil.
- Pupils will be supervised at all times, ensuring appropriate staffing ratios are met – including those outlined in the 'Statutory framework for the early years foundation stage' where necessary.
- Where appropriate, a staff member will sensitively ask the pupil whether they are aware of any reason that could account for their parents/carers being late.
- In the event that the parents/carers cannot be contacted, the non-collection procedure will be followed.
- The length and frequency of late collections are monitored by the school.
- Concerns regarding a pupil's safety and welfare associated with late collection will be dealt with in accordance with the school's Child Protection and Safeguarding Policy.
- The school will keep a record of incidents where parents are late with no reasonable explanation.
- In the event of recurrence of late collection, where no reasonable explanation has been given, a letter will be sent home to the parents/carers inviting them to a discussion about their circumstances.

## **6 Collecting a child on someone's behalf**

- At Clive Primary School and Nursery, we never release a pupil into the care of another adult who is not a family member or named emergency contact without the consent of their parents/carers.
- Pupils may be collected from school by an older sibling as long as the sibling is aged 16 or older.

- In an emergency, verbal consent may be given for an agreed person to take their child home. **This will be recorded and a letter will be sent to the parents/carers confirming that the arrangement was made at their request.**
- Verbal consent must include a full physical description of the person, unless already known to the school.
- A password may be requested to be used by both parties to ensure the identity of the person collecting the pupil is the individual arranged by the parent.
- Staff members who are unsure of an adult's identity will ask to see identification.
- If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:
  - .1. A staff member will take the pupil to the school office.
  - .2. The pupil's parents/carers will be contacted for further advice.
  - .3. A member of the senior leadership team will be made aware of the situation.
  - .4. If the pupil's parents/carers are not contactable, the standard procedure for uncollected pupils will be followed.
  - .5. Under no circumstances will a pupil be allowed to leave the school with someone if they are showing signs of distress or anxiety.

## **7 Non-collection procedure**

- The school will continue to try and contact the parents/carers and named emergency contact in the event of a non-collection.
- A detailed record of the action taken and the calls made will be kept.
- Under no circumstances will staff members go and look for the parents/carers.
- A staff member will supervise the pupil at all times.
- If no contact has been made with the pupil's parents/carers or emergency contact, and no one has arrived to collect the child within an hour since the original collection time – the end of the school day, nursery session or at the end of an after-school club – the school's child protection procedure will be followed and children's services and the police will be contacted.
- A member of staff will stay with the pupil.

- Once the situation has been resolved, the reason the circumstances arose will be established and noted, and steps to avoid recurrence will be taken by the school and parents/carers.

## **8 Monitoring and review**

- Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and amended where necessary.
- This guidance will be reviewed on an annual basis by the Safeguarding Sub Committee and designated safeguarding lead.
- Any changes made to this guidance will be communicated to all staff and parents/carers.

Signed by:

N. Brayford

Headteacher

Date:

January 2019

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M. Haines-Eynon

Chair of governors

Date:

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January 2019