



ST TERESA'S CATHOLIC PRIMARY SCHOOL

Live, Love, Learn and Grow in St Teresa's Little Way

POLICY FOR DROP OFF/COLLECTION OF CHILDREN AND INDEPENDENT TRAVEL

STATEMENT OF INTENT

St Teresa's Catholic Primary School believes it is essential to ensure all pupils are safe when they leave school at the end of the day. We appreciate that, for many families, arrangements need to be flexible and it may be that several people care for the child after school. For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils.

RATIONALE

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

- Clearly outline the drop off/collection procedures to the school community.
- To devise an easy to follow signing in and out system within the school.
- To ensure that each child is safe when on the school grounds.

AIMS

- That no child is unaccounted for at any time.
- That every member of staff is familiar with the child drop off/collection procedures and arrangements.
- That the school community is aware of the appropriate drop off/collection procedures.
- Highlight the importance of parent-school communication.

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 (2018) 'Keeping children safe in education'
- DfE (2017) 'Statutory framework for the early years foundation stage'
- DfE (2018) 'Understanding and dealing with issues relating to parental responsibility'

GUIDELINES

- School gates are opened in the morning by 8.25am and are closed for the school at 8.55am. The gates are opened again at 3.05pm to enable parents/carers to enter the school. They are closed again by 3.30pm.
- School doors open at 8.45am when the children should enter the classrooms where a member of staff will be waiting until the end of the school day.
- School ends at 3.15pm for all classes.
- EYFS and KS1 children will remain in their classroom until they are released by staff to the parent/carer. The school should be informed by the parent/carer of any changes to arrangements either by phone, in person or in a note to the teacher. If there has been no notification of a change in arrangement, or if there are any concerns in releasing pupils, the school will contact the child's number one contact on the data collection sheet to confirm arrangements.
- Year 3 children will be released to their parent/carer from the KS2 cloakroom. Parents/carers will assemble on the playground.
- Year 4, 5 and 6 children will be released through their fire exit door. Children should have clear instructions from parents/carers as to their collection or the arrangements for walking home by themselves. Parents/carers must give permission by completing the form (Appendix A). Children should remain on the playground until they see a parent/carer. They should not leave the premises unattended. Children should return to a member of staff at the junior cloakroom door if they do not see anyone to collect them.
- Any children attending extra-curricular activities must safely assemble in the designated area for the activity. Parents/carers will collect their child from the main entrance at the end of the club session. The person responsible for the club will release each child to the parent/carer.
- If any child is not collected at the end of the school day or after an after school club, then contact will be made by the school office with parents/carers. If the children are to be collected within 10 minutes of the end of session then the children will remain at the school office. If the time of collection exceeds this then children will be placed in After School Club at a cost of £7.00 for the session.

AFTER-SCHOOL CLUB COLLECTION PROCEDURE

- All after-school clubs and extra-curricular activities will finish at 4:15pm, unless stated otherwise.
- Parents will use the normal collection procedure, as outlined above, when picking up children from after-school clubs. All children are collected from the main entrance after clubs.
- Pupils who have not been collected following an after-school club will be escorted to the school's after-school care club.
- If parents are late to collect their children, which results in the pupils attending the school care club, parents will be charged in accordance with the school's policy.

PARENTAL RESPONSIBILITY

- At the point of collection the responsibility for the care of the child is passed to the parent/carer. Dangerous play/inappropriate behaviour /playing within the school grounds is not allowed and we respectfully request that parents/carers support the school with this policy.
- Parents/carers should ensure that emergency contact numbers held by school are up-to-date.
- 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 circumstance. Parents/carers should check texts, app alerts, websites radio and email for information of closures.

RECURRENCE OF LATE COLLECTION

- 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.
- Parents will be made aware of the arrangements that may be put in place if they continue to collect their child late.

COLLECTING A CHILD ON SOMEONE'S BEHALF

- The school never releases 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.
- Social workers are not permitted to collect pupils from the school to attend care review meetings without the prior consent of teachers, foster carers, parents and the pupil themselves.
- The school will not accept a list of people who may collect the pupil as a substitute to calling the school office and informing the school directly of the change in collection.
- Pupils may be collected from school by an older sibling if the sibling is aged 16 or older.
- If parents/carers wish for their child to be collected by another party who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, this must be put in writing to the school.
- 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 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 SLT 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.

NON-COLLECTION PROCEDURE

- The school will continue to try and contact the parents and named emergency contacts 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 or emergency contacts, and no one has arrived to collect the child within an hour since the original collection time – the end of the school day or at 4.30pm if it was pre-arranged for a pupil to attend a 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 until children's services arrives.
- 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.

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 policy will be reviewed on an annual basis by the headteacher and DSL.
- Any changes made to this policy will be communicated to all teaching staff and parents.

CHILDREN WALKING HOME ALONE

This policy is devised for general health and safety of children.

Parents/carers who wish their child to walk home unescorted by an adult at the end of the school day (3.15pm), must adhere to the following guidelines.

- Children should be in Year 6 or Summer Term in Year 5.
- Parents/carers must have completed the consent form.
- It is parent/carer's responsibility to check the route that their children may walk home in order that they make an assessment of the appropriateness of the journey.

Crossing of fast roads, walking through secluded areas is to be discouraged. A single route must be agreed.

- Parents/carers must be certain that children have an awareness and understanding of the green cross code and stranger danger. It is parent/carer's responsibility to ensure they are sufficiently happy that their child is capable of undertaking the proposed journey safely.
- During winter months and/or inclement weather, children must be clothed appropriately.
- Children should preferably walk in a group and not alone.
- Children should know their home phone number (plus one other emergency contact) and preferably have their own mobile phone. (This should be kept in the school office during the day).
- There should be someone at home to meet the child on arrival.
- Any child must be capable of arriving home within 30 minutes of the end of the school day (3.45pm). Journeys over 30 minutes are not considered appropriate for children to walk at this stage.
- If any child does not arrive home within a reasonable timeframe, parents must immediately notify the school in order that appropriate action can be taken.

To be reviewed in July 2022

Signed by:

Mrs Rigby

Headteacher

Date:

24.5.2021

Annex

Chair of governors

Date:

24.5.2021



ST TERESA'S CATHOLIC PRIMARY SCHOOL

CONFIRMATION THAT MY CHILD MAY WALK HOME ALONE

Please complete and return to the school office.

Note that this form is only applicable to children in Year 6 or in Year 5 during the Summer Term.

I confirm that my child _____ in Year

----- at St Teresa's Catholic Primary School may walk home from school alone.

I confirm that I have read and understood the school's Drop off/Collection and Independent Travel Policy

Signed: _____

Name: _____

Date: _____