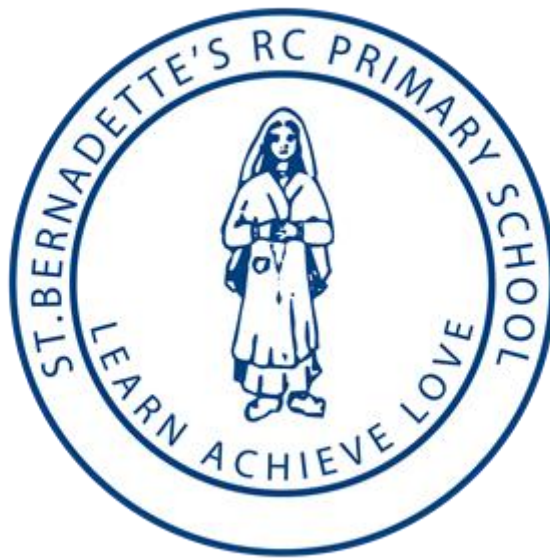


# **St. Bernadette's RC**

## **Primary School**



## **Drop Off and Collection from**

## **School Policy**

Reviewed – October 2024

Review – October 2026

# **POLICY STATEMENT**

## **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 St. Bernadette's RC 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 supervising the class at the time.
- Children must inform their teacher when their agreed adult has arrived.
- 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.
- 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 home time, the child is taken to the school office.
- The Office manager or the class teacher will make contact with the parents by telephone.
- If parents are unavailable, the emergency contact will be called from the parental information form.
- When a child has not been collected by 3.40pm, the child will be sat in the Hall with an adult from the ASC and further attempts will be made to contact the family.
- If a child is not collected by 4pm and no contact is made with the family, we will follow the procedures in the Child Protection and Safeguarding Policy and contact the MASH team for advice.
- 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.

## **Non-Parents Collecting Your 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 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. The child will also be asked who the person is to ensure that they know who they are going home with.

- 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 member of the Senior Leadership Team.
- 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 14 years, including older siblings, when the teacher is satisfied that it is safe and reasonable to do so. Permission to release a child to an older sibling must be done so in writing prior to the day. (see appendix 1)

## **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 Years 5 and 6 are allowed to leave school independently to walk home provided parental consent has been given in writing. Parents are asked to complete a Google Form at the beginning of the year giving permission for their child to walk home. This is reviewed every year and school has to have prior permission before a child is allowed to walk on their own. 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.

In extenuating circumstances or if an alternative method of transport (e.g. buses/ taxis) are required for children in Year 6 to travel home independently, then a request must be made in writing to the Headteacher. If approved a signed parental consent form will be kept on record.

If a child should not arrive home at the expected time the parent/carer 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. PTA event, Extra Curricular club) 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 doors open at 8.45 am, (unless the children are part of the agreed breakfast club or attending booster classes or other agreed activities/events) or after 3:30pm (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 younger than Year 5 or Year 6, should not be dropped off at the school gates unsupervised in the morning. If this happens the children will be placed in Breakfast 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, e.g. if a child falls and hurts themselves the school will provide medical assistance.

In the mornings, we actively encourage Key Stage Two parents to remain at the school gate and let the children up into the playground when the classroom doors open. This promotes independence skills, self-confidence and reduces the flow of people on the playground.

### **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
- Child Protection and 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.

## **APPENDIX 1**

# St Bernadette's RC Primary School

Headteacher: David Proctor

Abingdon Avenue  
Whitefield  
M45 8PT

Tel: 0161 766 6098

Fax: 0161 796 3456

email: St. Bernadettes@bury.gov.uk

Dear Mr Proctor

I am writing to request that my child \_\_\_\_\_ is permitted to travel home with

\_\_\_\_\_

I take full responsibility for them after they have left the school premises and the older child is at least 14 years old or more.

The exceptional circumstances for this request are as follows:

\_\_\_\_\_

\_\_\_\_\_

I appreciate that the outcome of this request is the decision of the Headteacher and will make contact with Mr Proctor should I wish to discuss the matter further.

Yours Sincerely

Parent/ Carer