

BURE PARK PRIMARY SCHOOL

DROP OFF AND COLLECTION FROM SCHOOL POLICY



Learning, Caring, Growing, Sharing

ROLE	NAME	SIGNATURE	DATE
Leader	Sarah Moon		18.7.24
Headteacher	Sarah Moon		18.7.24
Chair of Governors	Alastair Deacon		18.7.24

Next Review	July 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 Bure Park 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 adult supervising the class at the time.
 - From September 2025, children and adults who are in Year 1 (Class 1 and 2) will use the side gate to enter and leave the school site and Years 2 – 6 (Classes 3 to 12) will enter and leave via the field gate.
- Children must inform their teacher when their agreed adult has arrived. Children will not be released to any persons under the age of 16. If they are being picked up from Krazy Kids the person picking up must be at least 18.
- Children are not to be released from school with someone if the adult is 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.
- A member of the office team or class teacher will make contact with the parents by telephone.
- If parents are unavailable, the emergency contact is called.
- When a child has not been collected by 4.00 pm, the child is enrolled within Krazy Kids after school club. The parent is liable to pay the cost for this service.
- 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 should be given by a parent who has parental responsibility. In the cases of separated families the parent who has custody of the child for that day should dictate if anybody other than them is going to pick up. 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.

- Parents and carers will create a password for children, which can be used when a non-parent is collecting a child. These passwords will be updated in September 2024.

- 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 16 years, including older siblings, when the teacher is satisfied that it is safe and reasonable to do so.
 - Any changes to emergency contact lists need to be approved by both parents who hold parental responsibility for the child.

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:

- We wouldn't recommend leaving a child under the age of 12 years old home alone, particularly for longer periods of time.

If you and your child do feel they're ready to come home alone, it helps to go over some rules about staying safe.

- Make sure they know their address and your telephone number by heart, in case they get lost or have to navigate home from somewhere new.
- If they have a mobile phone, remind them to fully charge it before leaving the house, and make sure they have all your contact numbers saved.
- Talk to them about road safety. They should always look both ways before crossing the street, and never be on their phone whilst crossing a road.
- Remind them never to accept a lift from someone they don't know, or let a stranger into the house. They should never give personal information away – in real life or online.
- Remind them that if they feel unsafe or uncomfortable at any time, they can call you or a trusted adult.
- If they ever feel like they're in immediate danger, they should call the police straight away on 999.

• Only children in Year 6 are allowed to leave school independently and Year 5 from the Summer Term of that year 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. In the Autumn Term all children must be collected from extra-curricular activities. In the Summer Term children in Year 5 and 6 can walk home independently. Children must notify the class teacher when leaving school. The children will always be encouraged to walk home together in pairs.

In an extenuating circumstances or if an alternative method of transport (e.g. buses/ taxis) are required for children in Year 6 to travel home in 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. Buddies 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. Office Staff 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. 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 8.40 a.m. (unless the children are part of the agreed breakfast club) or after 3:15pm (unless children are attending an after school club organised by the school or Crazy Kids) and therefore the welfare of children until/after that time is the responsibility of parents. Parents must ensure they watch their child walk into the classroom/cloakroom.

Children should not be dropped off and left on the playground unsupervised. If this happens the children will be placed in Crazy Kids 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.

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.

Monitoring and Review

This policy will be monitored by the Head Teacher and Senior Leadership Team. It will be reviewed every three years, or sooner if guidance changes.