

Carlton Primary School

Drop off and Collection

Policy



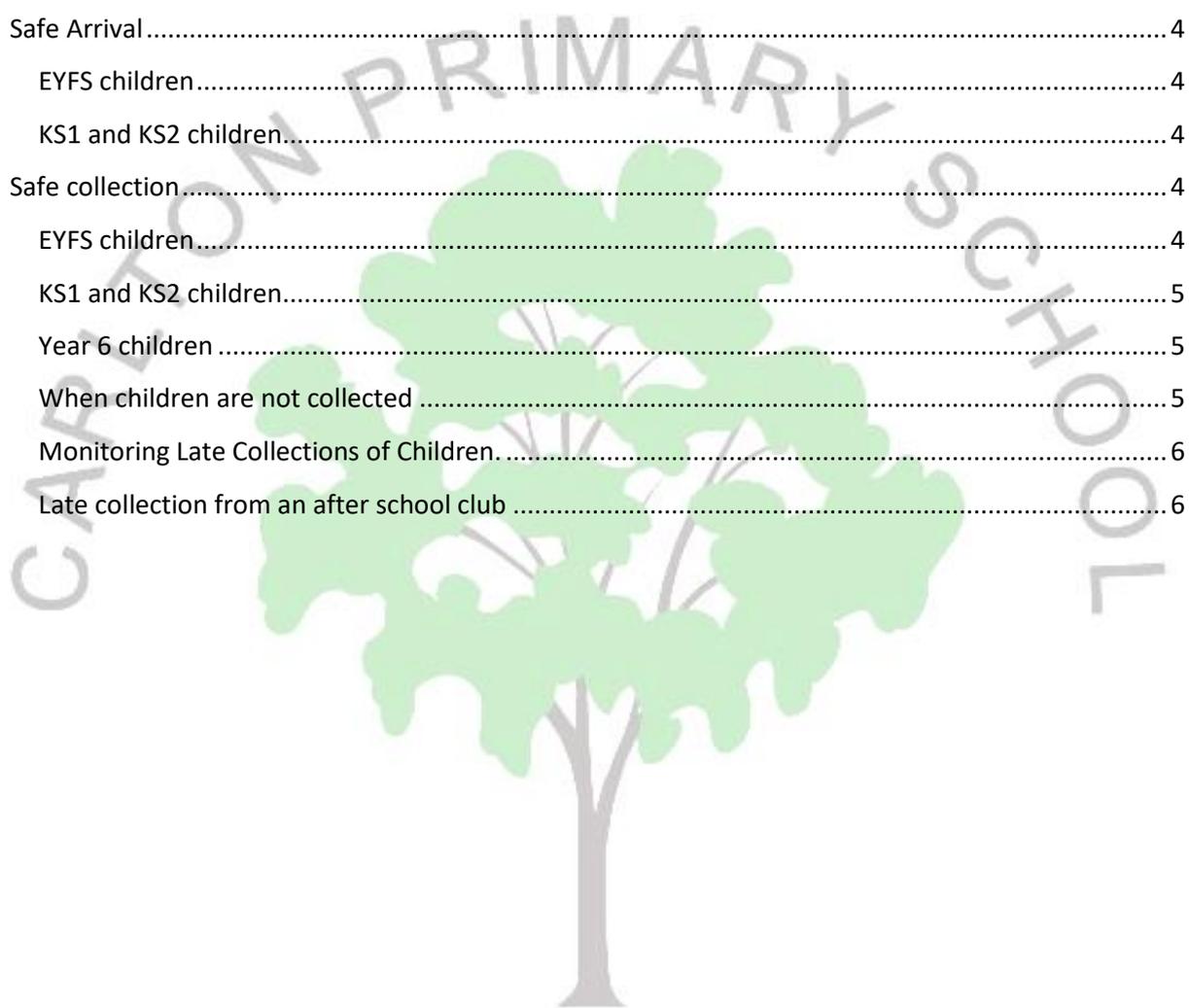
If you believe, you CAN achieve

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School drop off and collection Policy

At Carlton Primary School, the children's safety is of paramount importance. The school will endeavour to ensure that clear and robust procedures for drop off and collection of pupils are in place, that they are regularly reviewed and clearly shared with staff, parents, carers and pupils. In the event that a child is not taken to school or collected safely by an authorised person at the beginning and end of the school day, the school will put agreed procedures in place to ensure that the child is safeguarded.

Aim

The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children arriving at and leaving the school premises.

The beginning of the school day is a busy time, and our aim is to ensure all children arrive promptly and safely. Likewise, the end of the school day is equally busy, and our aim is to ensure children are dismissed carefully under supervision, collected on time and arrive home safely.

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

The Authorised Adult

The Authorised Adult should be a responsible person aged 16 years or over. The person may be a:

- Parent/Carer
- Family member
- Child minder
- Neighbour
- Someone over the age of 16 who has the parent/carer's written permission to collect the child from school

All children up to and including year 5 children should NOT be collected by other older brothers or sisters in school. They should be collected by an authorised adult. Teachers have been asked NOT to release younger children to siblings from KS2 but to ask the office to contact parents/carers to ensure they are collected by an authorised adult. If children are to be collected by a brother or sister who attends Secondary School, and is over the age of 14, written permission from the parent/carer should be given prior to the collection.

Carlton's practice regarding handing over children to adults who are not their parent or known carer at the end of the school day:

- Parents/Carers will be asked to provide the details of the person/people who will normally collect the child and will be informed of the need to notify the school in advance if this changes, giving details of the person authorised to collect the child.

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- Parents/Carers will also be asked to inform schools where children are subject to court orders that limit contact with a named individual.
- In the event that anyone who is not authorised to do so attempts to collect the child, the school will not allow the child to leave but contact the parent immediately.

School Procedures

Parents/carers of children who attend Carlton Primary School are asked to complete a contact details form (Appendix 1). The school will also ask for the details of at least two people who can be contacted in an emergency in the event that the child is uncollected.

If there are any changes to any of the contact details we ask that the school office is notified immediately. This is especially important when there is any change to the end of the day arrangements in such circumstances parents must inform either the school office or the class teacher in advance. The school will regularly ask parents to confirm and update contact details and to nominate a family member or friend who can collect the child in the event that they are unable to do so.

Safe Arrival

EYFS children

EYFS children should be brought to school by an authorised adult. The EYFS playground is open from 8:45am and children must be supervised by an authorised adult until the classrooms are open. The gate to the EYFS playground is closed at 9:00am sharp. Any late arrivals must then report to the main school office.

KS1 and KS2 children

KS1 and KS2 children (up to and including Year 5) should be brought to school by an authorised adult. Parents/carers of children in Year 6 may wish their children to travel to school alone or with a friend, this is at the parents/carers discretion.

The school is open from 8:45am, at this time the children can go up to their classes and are supervised by school staff. Any children arriving before this time must be supervised by an authorised adult. The large school gate is closed at 9:00am. Any late arrivals must then report to the main office.

Safe collection

School finishes at:

- 3:20pm for EYFS children,
- 3:25pm for Year 1,
- And 3:30pm for Year 2-6 children

EYFS children

The children in Nursery, Reception and Year 1 wait inside their classrooms and are handed over individually to their parents/carers/authorised adult at the end of the day.

KS1 and KS2 children

Year 2 and KS2 children are escorted down to the school playground in their class groups by their teacher and teaching assistant at the end of the school day and are handed over to the authorised adult. Once a child has been handed over to an authorised adult, they are no longer the responsibility of the school. We ask parents/carers to remain vigilant after collecting their child to ensure that children do not become separated from the adults collecting them to ensure that they leave the school premises safely.

If children are attending Talacre After School Playcentre, it is the parent/carer's responsibility to ensure that the staff at Talacre are informed of any changes to their agreed collection arrangements in advance.

Year 6 children

Parents/Carers of children in Year 6 may understandably wish to encourage independence prior to their children going to secondary school and allow their child to travel home alone, or with a friend. Should this be the case, we ask that the class teacher and the office staff are informed in writing using the school's standard permission to walk home alone proforma. (Appendix 2)

When children are not collected

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that at such times parents contact the school office as soon as possible to notify us that you may be late. If we receive no such message, the following school procedures will be followed;

The child will return into the building with their teacher and wait outside the head teacher's room whilst the office staff try to contact the parents.

If efforts to contact the parents are unsuccessful, the school will contact the other adults who have been authorised by the parents to collect the children. We will also attempt to contact the parent via the 2nd emergency contact.

Safeguarding Policy Appendix B.1 Non-collection of children from school

- The schools will check with the child to see if there are any changes to arrangements for collection and try to make contact with the parent or other family members, and wait with the child until someone comes to collect them.
- Children will not be released into the care of another parent (unless an authorised adult) even where they offer to take the child home.
- The school will put CSSW on notice at 4.00 pm if there are difficulties in contacting parents or other family members.

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- If no contact can be made with the parent by 4.30pm, the school will contact the CSSW assessment team who will arrange for a social worker to collect the child or make arrangements for the child to be transported to the CSSW office.

Monitoring Late Collections of Children.

All late collections of children will be recorded in the school's late collections book. If a child has been collected late on 5 or more occasions in a half term, this will be discussed with the designated safeguarding lead and a letter will be sent to parents. Parents will be invited to meet with a member of the Inclusion Team and or Attendance Officer. The school will continue to monitor collections for a period of 4 weeks. If late collections continue within this monitoring period, a second letter will be sent informing parents that a referral has been made to the EWO (Education Welfare Officer). Parents will then be invited to meet with the Headteacher or Deputy Headteacher and the EWO.

Late collection from an after school club

Where children are collected more than 15 minutes late from an after school club (e.g. football) on 2 occasions they may lose their place at that club. If this pattern links to other safeguarding concerns the situation may be addressed through other safeguarding procedures.



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