

Hall Green Primary School



Policy for Drop Off, Collection and Walking Home

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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 each teacher is up to date on child drop off/collection procedures and arrangements.
- That the school community is aware of the appropriate drop off/collection procedures.

Guidelines

- School pedestrian gates are opened at 7:30am and are closed for school at 9.15am.
- Car park gates are opened for pupils and parents to use as an additional pedestrian route at 8.30am and closed at 9.15am.
- The gates are opened again by 3.10pm to enable parents to enter the school.
- They are closed again at 5.00pm.
- Nursery and Reception children should wait by the gates to their classrooms.
- All KS1 children should wait in the school playground by their classroom doors
- Lower KS2 children enter school at the back of the building through the doors next to the school hall.
- Upper KS2 children enter school via the doors at the end of building nearest the side gate.
- School responsibility commences from 8:45am when the children should enter school and go into their classrooms where a member of staff will be waiting until 8.55am.
- School ends at 3.20pm for Reception and KS1, 3.30pm for Nursery and at 3.25pm for KS2.
- Foundation Stage and KS1 pupils will remain in their classroom until they are released by staff to their parent or carer. The school should be informed by the parent of any changes to arrangements either by phone, in person or in a note to the teacher. If there are any concerns in releasing pupils, the school will get in touch with the child's parents to confirm the arrangements.
- Lower KS2 (Year 3 and Year 4) children will be released to their parent or carer from the KS2 playground. Parents and carers will assemble in the playground.
- If a child from either KS1 or KS2 is not collected they will be taken to office/main reception area and parents / carers will be contacted, please see the section on the next page headed Child Not Collected from School Policy.
- Upper KS2 children will be released outside next to the upper KS2 doors at the end of the school day. Children should have clear instructions from parents/carers as to their collection or the arrangements for walking home by themselves. Parents must give permission by completing the form at the end of this policy. (Appendix A). However, the school may have concerns about a child walking home e.g. the distance the child would have to walk. Everybody is expected to exit the school grounds promptly.

- Any children attending extra-curricular activities must safely assemble in the designated area for that activity. Parents/carers will collect their child from the specified exit at the end of the club session. The person responsible for the club will release each child to the designated carer. If there is a delay in a child being collected, they should return to the office and inform senior leaders within school.

Parental Responsibility

- At the point of collection the responsibility for the care of the child is passed to the parent/designated adult. Dangerous play/inappropriate behaviour in the school grounds is not allowed and we respectfully request that parents support the school with this policy.
- Parents/carers should provide an update emergency contact numbers.
- Emergency closing: Parents/carers should note that the head teacher might not be in a position to allow children into the school building/playground because of an unforeseen emergency. Parents should check text, the website/radio/correspondence for information of closures.
- Parent/carers will fill in an individual collection rota for their child at the beginning of each academic year. In the event that there is a change to these arrangements, parents/carers will inform the school in writing. (Appendix B)
- Unless cleared by the school first, we will only hand over pupils to named adults or older siblings provided the adults or siblings are 14 years old or above for KS1 and KS2 and 16 years old or above for Foundation Stage.(Appendix C)
- We will not allow older brothers or sisters in school to drop off younger siblings unless the pupil being dropped off is in year 5 or 6 or, with written permission from the school, pupils in Year 3 and 4. Permission will not be given for older siblings to drop off pupils in Foundation stage or Key stage 1.

Success Criteria

- Safeguarding all children in the school.
- Providing a well-organised and safe signing in and out procedure.
- Ensuring all staff have up to date information.
- Accounting for children and staff at all times.
- Encouraging children to take responsibility for their own safety and the safety of those around them.
- Working in partnership (school and parents/carers).

Roles and Responsibilities

Child collections and drop offs place particular responsibility on various personnel within the school chain of command. However, we must all accept the role that we play and our responsibility to ensure:

- Positive school community communication.
- Co-operation between all parties to ensure the safety of children and staff.
- A responsibility of community members to adopt and apply this policy.

Child Not Collected from School Policy

The school day ends at 3.25pm. Sometimes we receive messages at the end of the day to say that parents/carers will be late collecting their children due to traffic or other unforeseen circumstances and we accept that sometimes this happens. However, some parents/carers regularly collect their children beyond 3.25pm and sometimes beyond 3.35pm. It is not the duty of the school to provide childcare beyond the end of the school day, unless there are unforeseen circumstances, and contact with the school has been made.

In the event that a child is not collected by an authorised adult at the end of a session, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

If a child is not collected at the end of the session, we use the following procedures:

- Parents/carers will be given 10 minutes' grace at the end of the school day to collect their child/children
- After this time, children will be taken to the main school office for collection. When children are collected from the main school office, parents/carers will be required to sign them out using the paper log. This will be noted as making a late collection and one of your opportunities to collect late will be lost. If a child is persistently being collected late to avoid the late collection charge, then we may administer penalty charges on an individual basis.
- In order to prevent children being left at the school office, at the end of the school day, each family has 3 opportunities, per academic year, whereby a child can be collected late due to unforeseen circumstances. School will keep a record of each instance. After these 3 opportunities the school will be issuing a charge for the childcare we are providing.
- For every 15-minute block a child/children are left at school at the end of the school day, there will be a £5 charge per child. Charges can be seen in the table below:

Collection Time Charge

(Please note that charges are per child)

3.35pm-3.50pm	£5.00 per Child
3.50pm-4.05pm	£10.00 per Child
4.05pm-4.20pm	£15.00 per Child

- The school office is consulted for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school and whose telephone numbers are recorded on the school database are contacted.
- The child will stay at school in the care of a member of staff until the child is safely collected.
- At no time will a member of staff take a child home without permission from the head teacher or at no stage will they leave a child alone in the building.
- If no one can be contacted to collect the child after 4.00pm or staff are no longer available to care for the child, we contact the Duty Children's Safeguarding Team.

- If no one can be contacted to collect the child after a club in school which has finished at 4.30pm, then the Duty Children's Safeguarding Team will be contacted at 5.00pm.
- A full written report of the incident is recorded.

Walking Home Alone Policy

This policy is devised for the general health and safety of children. Parents who wish their child to walk home unescorted by an adult at the end of the school day (3.25pm), must adhere to the following guidelines:

- Parents must have registered with the school that they are prepared for their children to walk directly home from school at the end of the day.
- Children should be in Year 5 or 6, but with specific written permission can be in Year 3 or 4, if walking with an older sibling. In these cases, pupils will be supported in leaving the site and crossing roads immediately outside school from a member of SLT.
- It is the parents' responsibility to check the route that their children may walk home in order that they may 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 must be certain that children have an awareness and understanding of the green cross code and stranger danger. It is parents' 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 dressed 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 office during the day).
- There should be someone at home to meet the child on their arrival.
- Any child must be capable of arriving home within 35 minutes of the end of the school day (4.00pm). Journeys over 35 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.
- If any child does not arrive home within a reasonable timeframe and direct contact with the child has not been established by either school or parents, the school will instigate the missing person's procedure in conjunction with the relevant authorities.
- If the missing person procedure is initiated there must be a point of contact remaining at both the home and school location until further advised by the relevant authorities.
- If your child does arrive home after the missing person procedure has been instigated, immediate notification to the relevant authorities/emergency services and school must be made. This is to enable the missing person procedure to be stood down.
- Once the missing person procedure is initiated responsibility will pass to the relevant authority to further any enquiries. Both parents and the school will be guided by them in order that a successful outcome is achieved.

Preparing your child to make an independent journey

There are lots of ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more

vulnerable when they start to walk to school independently. Walking to school is a great opportunity to learn road safety skills. The best way to do this is to walk with your children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence to deal with traffic and finding their way on their own, in preparation for walking with friends or alone when they are older.

Teach your child to:

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Always cross at the intersection where there are traffic lights; do not cross in the middle of the road. Alternatively cross in a place where you can see clearly in all directions.
- Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.
- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour). And if that person tries to convince him to go with the child or tries to physically get close, then the child should scream, "Help! This is not my dad!" or "Help! This is not my mum!" and run away. If they grab them, tell your child to kick, punch, and hit as hard as they can.

When deciding whether your child is ready for this responsibility you might want to consider the following:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they didn't want to do i.e. scream, shout, kick, fight?
7. Would they know what to do if they needed help?
8. Would they know who best to approach to get help?

If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own. If you decide that your child is ready for this responsibility then you must inform the school by letter or by completing the slip below. Your child will be prevented from walking home unless this permission has been given in writing. If a parent is not present, your child will also be responsible for their behaviour whilst on the school premises either before or after school. No child is permitted to, ride scooters or bikes or play on playground equipment in school grounds before or after school.

Should their behaviour not be acceptable, you will be asked to accompany or collect them until they have proved they can be trusted again. IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE, PLEASE ENSURE YOU LET US KNOW IN WRITING IMMEDIATELY.

APPENDIX A

HALL GREEN 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. Should your child have siblings in lower KS2, please discuss this with the Head Teacher.

I confirm that my child _____

in Year _____ at Hall Green Primary School may walk home from school alone.

I confirm that I have read and understood the school's Walking Home Alone Policy.

Signed: _____

Name: _____

Date: _____



APPENDIX B

HALL GREEN PRIMARY SCHOOL

PERMISSION FOR ANOTHER PERSON (OTHER THAN A PARENT) TO PICK UP A CHILD AFTER SCHOOL

Dear Parent

From time to time you may find it necessary for someone else to pick up your child from school. In order to ensure the safety of all children in our care, we are unable to hand your child over to any adult other than you the parent, unless you have given us prior written permission.

Please list below any adults that have your permission to pick up your child and when they are likely to do so (not specific dates). If they will be picking up on a regular basis on regular days, please specify. If they are permitted to pick up anytime, please state 'any day'.

Please note that we are unable to hand a Reception Class child over to an older sibling here at Hall Green Primary. Pick up by siblings of secondary age will only be allowed by prior arrangement. Any further unexpected pick up arrangements will be allowed as they occur, as long as we have your written permission or you have phoned the school to advise the reception desk before the end of the day.

Thank you.

I, (insert your name) give permission

for my child in Class to be

collected after school by the following people.

Name of adult(s)	Relationship to Child	When, which days to pick up if known

Signed:

Date:

APPENDIX C



**HALL GREEN PRIMARY SCHOOL
REQUEST FOR PERMISSION FOR ANOTHER PERSON UNDER THE AGE OF 16 TO PICK UP A CHILD
AFTER SCHOOL**

Dear Parent

From time to time you may find it necessary for someone else to pick up your child from school. In order to ensure the safety of all children in our care, we are unable to hand your child over to any sibling under the age of 16, unless you have discussed this with the head teacher and have the attached form signed.

Thank you.

I, (insert your name) request the Head teacher to allow the collection of, for my child in Class to be collected after school by a sibling under the age of 16.

Signed:

Date: