

# **St Anne's Catholic Primary School**



## **CHILD DROP OFF/COLLECTION AND INDEPENDENT TRAVEL POLICY**

**June 2018**

## **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**

- Breakfast Club opens at 7:55am and is open till 8:55am. Please see information on Breakfast Club for prices.
- Free Wide Awake Club is open Tuesday-Friday and starts at 8:35am. Children must be in the playground prior to 8:35am to attend the sessions.
- The school day starts at 8:55am and children should be in the playground prior to this time.
- The school day finishes at 3.15pm.
  - Nursery and Reception should be collected from the classroom.
  - All KS1 & KS2 children should be collected from the school playground.
- Nursery and Reception 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.
- KS1 & KS2 pupils will be released to their parent or carer from the playground. Parents and carers will assemble in the playground.
- If a pupil is not collected they will be taken to ASC (After School Club). Parent or Carer will be contacted.
- Upper KS2 (Year 5 and Year 6) children will be released from the playground 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 main entrance at the end of the club session. The person responsible for the club will release each child to the

designated carer. If a child is not collected they will be taken to ASC (After School Club). Parent or Carer will be contacted.

- After School Club runs from 3:15pm to 6pm. Please see information on After School Club for prices.

### **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 updated emergency contact numbers.
- 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 emergency. Parents should check text, the website/radio/correspondence for information of closures.
- Parent/carers will fill in an individual data collection sheet 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. 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:** 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 in After School Club.

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

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 After School Club until the child is safely collected.
- If a parent/carer is late in collecting their child, they should go to the After School Club to collect them/They should sign that the child has been picked up in the register provided.
- At no time will a member of staff take a child home without permission from the Headteacher or at no stage will they leave a child alone in the building.
- If no one can be contacted to collect the child after a club or when After School Club finishes at 6pm, then the Duty Children's Services Team will be contacted on Tel: 0161 234 5001.
- 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 (3.15pm), must adhere to the following guidelines:
- Parents must have registered with the school (Y5&Y6) that they are prepared for their children to walk directly home from school at the end of the day.
- It is the parents' responsibility to check the route that their children may walk or use public transport. It is the parents'/carers' responsibility to 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 parents'/carers' emergency contact numbers and preferably have their own mobile phone. (This should be kept by the class teacher during the day).
- We advise there should be someone at home to meet the child on their 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.
- 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 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 "trusted" adult. (A trusted adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour). Make sure that your child knows how to seek help in an emergency.

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, run?
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 play ball games, 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.**



## 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.***

I confirm that my child \_\_\_\_\_

in Year \_\_\_\_\_ at St Anne's 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: \_\_\_\_\_



# 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 Nursery or Reception Class child over to an older sibling here at St Anne's RC 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 \_\_\_\_\_ Year

to be collected by the following adults

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

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



# 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 headteacher and have the attached form signed.

Thank you.

I \_\_\_\_\_ (insert your name) request an  
appointment with the headteacher to discuss the collection of for my child

\_\_\_\_\_ in \_\_\_\_\_ Year to be collected after  
school by a sibling under the age of 16.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# PERMISSION FOR ANOTHER PERSON UNDER THE AGE OF 16 TO PICK UP A CHILD AFTER SCHOOL

I \_\_\_\_\_(insert your name) give

permission for my child \_\_\_\_\_ in \_\_\_\_\_ Year

to be collected after school by sibling under the age of 16.

Name of sibling	Relationship to Child	When, which days to pick up ..... if known	Age of sibling