



St Michael's CE Primary School

DROP OFF AND COLLECTION OF CHILDREN AT SCHOOL POLICY

This policy sets out to support all the aims of the school by ensuring that all pupils are properly cared for in a warm and caring environment and in a position to access the education that the school aims to provide. This policy applies to the whole school and the Early Year Foundation Stage.

Introduction

Parents are legally obliged to ensure get to school and attend regularly. As a school, we are respectful for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

Our Approach

Our agreed school policy is that no child from Reception Year to Year 5 should walk to or from school on their own or be left on their own on the school premises either before or after school. **In addition, we will only hand over pupils to named adults or older siblings provided they are 14 years or older.** Pupils will not be handed over to the other adults unless the school has been informed by the parent that they have made this arrangement. We also ask that you keep us informed of any changes in arrangements, preferably by letter or email. If no one turns up to collect a child in these year groups they will be kept in school and parents contacted. We will not allow older brothers or sisters in school to collect younger siblings.

We highly recommend that pupils in Year 6 are still brought to and collected from school, but recognise that some families believe this to be an important skill to build in readiness for transition to secondary school.

Once a child has been handed over to a responsible adult, they are no longer the responsibility of the school. We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

Parents are responsible for ensuring that their children do not access or use any areas of the school site that are prohibited. This includes playing on any outdoor playground equipment such as climbing frames, tyres or climbing walls. This equipment is only permitted to be used by pupils of the correct age during the school day and under appropriate supervision.

For all pupils safety, no football should be played on the playgrounds before or after school and no pupils should use bikes, skates or scooters etc. on the school site.

After School Clubs

Pupils should be collected promptly at 4.15pm by an authorised adult. Staff will deal with the safe collection and drop off of pupils in their care. Pupils will not be allowed to leave with any siblings under the age of 14.

Late Collection

If parents are more than 15 minutes late in collecting their child, the school will place the child into an after school club and the parent will be charged for this cost.

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon as possible to notify us that you may be late. If we receive no such message, the following procedure would be followed:

1. The child will be taken by a member of school staff to the office where a phone call will be made to the parent/ carer to arrange collection.
2. If no adult arrives to collect the child, but contact has been made, the child will remain in the school office for a further 15 minutes. If there is still no collection, the school reserves the right to place the child into our After School Club and charge parents/ carers the full sessional costs.

Where NO authorised adult can be contacted:

1. After 30 minutes, the child(ren) will be placed in the After School Club and parents will be charged the full sessional costs. If the child(ren) has not been collected after one hour (4.15) pm and no contact has been made or arrangements agreed, we will follow our Child Protection Procedures and contact the local Safeguarding Team.
2. The Safeguarding team will aim to locate the parent/ carer or relative. If they are unable to do so, the child may be placed into the care of the Local Authority.
3. The school will deliver a letter to the child/ children's home informing the parent/ carer of the actions that have been taken to safeguard their child.
4. A full report of the incident will be written and placed in the child's school file.

Parental Responsibility Guidelines for Year 6 Children

- We believe that you as parents need to decide whether your child is ready for this responsibility.
- In deciding whether your child is ready to walk to school, you should assess any risks associated with the route and your child's confidence. Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness.
- 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 same opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently. 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 way finding on their own, in preparation for walking with friends or alone when they are older.

Please teach your child to:

- Pay attention to traffic at all times when crossing the street; never become distracted. (Do not wear headphones)

- Always cross at the intersection where there are traffic lights, Zebra Crossing; 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 your child to go with them or tries to physically get close to them, then scream "Help! This is not my dad!" or "Help! This is not my mum!" and run away, not into the road. 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 (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?

Parental Actions

- If you are not confident about how your child would react then 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 completing the slip below. Your child will be prevented from walking home unless this permission has been given in writing.

- Your child will also be responsible for their behaviour whilst on school premises either before or after school once signed out, they are to walk home immediately and must not play on the school site.

Should their behaviour not be acceptable you will be asked to accompany them or collect them until they have proved they can be trusted again.

IF AT ANY TIMES YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE PLEASE ENSURE YOU LET US KNOW IN WRITING IMMEDIATELY.

SAFEGUARDING STATEMENT

St Michael's School is committed to maintaining a safe and secure environment for all pupils and a culture of vigilance to safeguard and protect all in its care, and to all aspects of its 'Safeguarding Policy'.

This policy applies to all of our children and will be reviewed annually.

Signed: 

Governor:

Date of Policy: March 2018

Date for review: March 2021