



Procedures for the drop off and collection of children from school

Dropping children off in the morning

We expect that all children in Year 4 and younger are escorted to school by an adult and that the adult will wait with the child until they are handed over to a member of staff at 8.55am (or to Breakfast Club staff between 8am and 8.30am). Children should not be left unattended in the yard before 8.55am as there is no member of staff available to supervise the children before the start of the school day. Children in Years 5 and 6 should also not be in the yard prior to 8.55am, for safeguarding reasons.

Arrangements for collecting children

Parents will be informed, at the start of every school year, the procedures for collecting the children at the end of the school day. If this changes, parents will be notified. For all pupils in Early Years, Key Stage One and lower Key Stage Two, a password system operates. Parents are asked to choose a confidential password which could be given to another adult if they have asked them to collect the child on their behalf. **Parents must abide by the school's procedures for collection, to ensure that the children are dismissed safely.**

Persons collecting the children

It is not school policy to allow any unknown person to collect children from the school. If a 'new person' is going to be collecting a child at the end of the school day school must be informed by the parent/carers in the morning (with a brief description of the adult who is going to be collecting the child), otherwise the child will not be released into the care of persons unknown. It is the parent's responsibility to tell this person the password for collection.

Appointments

School advises parents to make appointments outside of the school day where possible. However if a parent needs to collect the child early for an appointment, then a copy of the appointment letter/card should be shown to Mrs Marshall in the school office, in advance. Any child collected early must be signed out at the office.

Contact details

It is essential that parents provide the school with a record of their contact details, i.e. name, address, home, work & mobile telephone numbers. If possible, parents should also provide the school with the contact details of at least two other relatives/carers who can be called when the parent/carers cannot be contacted or in the event of an emergency. The school will endeavour to keep this record up to date by reminding parents of the need to notify the school of any changes.

Managing Parents / Carers Under the Influence of Alcohol or Drugs

Teachers will immediately alert the Headteacher or other responsible senior staff if a parent is under the influence alcohol or drugs when attempting to collect a child. If the pupil is thought to be potentially at risk or likely to suffer harm by leaving the school premises with the parent/carers, then the school can, in extreme circumstances, refuse to hand over the pupil – but this can only happen if

the parent/carer is in no fit state to take charge of the child and the appropriate services must be notified immediately, i.e. the police, who have emergency protection powers, and social care.

The school's designated person for child protection will record both the incident and any resultant actions taken under the local safeguarding procedures.

After school clubs

Parents of pupils in Upper Key Stage Two are given the option of collecting their child or giving permission for them to walk home alone. No child will be allowed to walk home alone without written permission from the parent and no child below Year 4 will be allowed to walk home alone, even if requested by the parent.

A register is taken of every club and a record kept of who is to be collected and who can walk home alone. At the end of the club, two members of staff (at least one of which will be school staff) will dismiss the club. Those children who are walking home alone will leave first, before all other pupils are individually handed over to their parents/carers. The 'end of the day' procedure applies also to clubs, so children will only be handed over to agreed adults (over 16) and the password system will operate for children below Year 4.

Procedures for dealing with children who are not collected at the end of the day

St John's Primary School recognises that it has a statutory duty to safeguard and promote the welfare of its pupils, and that this duty extends to having arrangements in place for dealing with children not collected from school at the end of the school day or school activity. This protocol explains those arrangements.

The school agrees to care for a pupil who has not been collected until such time as he/she is collected by a parent/carer, or appropriate alternative arrangements are made with social care and/or police to ensure the child's safety.

The school's designated person for child protection will keep a record of every occasion when parents do not collect a child from school or are late in doing so for no good reason. Any child welfare concerns arising out of such incidents will be dealt with in accordance with the school's child protection procedures. **Instances of the same child repeatedly not being collected on time may result in a referral to social services.**

Procedure

A record of the incident will be kept in school for each occasion where a child is not collected on time. The headteacher will be informed and will carry out a risk assessment to ascertain why the child was not collected. If there is significant concern or if the child is left on several occasions then the headteacher may call the parents/carers for a meeting to discuss the reasons, or may contact Social Services for further advice.

When	Action	By Whom
5 minutes late	Child taken to school office	Class teacher

15 minutes late	Telephone call home	Admin or Headteacher
30 minutes late	Further calls made to other given contacts. Possible visit to home.	As above
1 hour late	Social services will be contacted and provision will be made for the child to be looked after until contact can be made with the parents/carers. Social services will usually involve the police in searching for the parents/carers.	Head teacher or other designated person for safeguarding

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