



**Drop Off and Collection Policy**  
**Implementation Date – September 2021**  
**Review Date – September 2024**

At The Whitchurch CE Federation, the children's safety and welfare is of paramount importance to us.

The academies 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 shared with staff, parents, carers and children.

In the event that a child is not brought to school or collected safely from school by an authorised person at the beginning and end of the school day, the academies will implement agreed procedures to ensure that the child is safeguarded.

### **Aims**

The aim of this policy is to ensure the safety and welfare of our pupils by making sure that the responsibilities and expectations of all parties are clear when it comes to children arriving and leaving the academy 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 take every possible measure to 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 working day for staff does not end when the children leave. After dismissal of the children, staff attend meetings, training, carry out essential marking, lesson preparation and other key tasks to ensure the high quality lessons and provision parents and carers expect for their child at The Whitchurch CE Federation. Completion of these tasks is dependent upon the timely collection of children.

### **Legislative Framework**

Section 175 of the Education Act 2002 places a duty on local education authorities, maintained (state) schools and further education institutions, including sixth-form colleges, to exercise their functions with a view to safeguarding and promoting the welfare of children – children who are pupils, and students under 18 years of age in the case of schools and colleges. Section 157 of the Education Act 2002 places the same duty on independent schools, including academies.

Safeguarding arrangements include consideration of the procedures for children who are late to be collected or who are not collected at all at the end of the school day/authorised school activity. It also applies when staff may have concerns about effective care by the person collecting the child and the impact of this on the child's safety outside of school, in line with Keeping Children Safe in Education (Sept 2021), Working Together to Safeguard Children (Mar 2015).

### **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;
- childminder;
- neighbour;
- someone over the age of 16 who has the parent/carer's written permission to collect the child from school.

Children should not be collected by older brothers or sisters under the age of 16 years. They should be collected by an authorised adult as defined above. Teachers at the infants will not release younger children to siblings from the Junior academy but will ask academy office staff to ensure that an authorised adult collects the child.

If children are to be collected by a sibling who attends secondary school, and who is over the age of 16, written permission from the parent/carer should be given prior to the collection.

If the academies have any concerns regarding the suitability of an older sibling to take younger siblings to or from school, or there are concerns about any child's safety or welfare due to these arrangements this will be raised with parents (in advance of collection) and if alternative arrangements are not made, a referral to 'Children's Services' may be deemed necessary.

If an unauthorised person attempts to collect a child from either one of the academies, this will not be permitted until the academy has confirmed this arrangement with the parent/carer of the child.

Parents/carers of children who attend The Whitchurch CE Federation will be asked to complete a contact details form, nominating persons to be contacted in cases of emergency and those persons authorised to collect their child.

Parents/carers occasionally provide details of any persons whom they do not wish to collect their child. If this person has parental responsibility for the child, the appropriate legal documentation must also be provided to enable the academies to legally comply with the request.

If there are any changes to any of these details, it is the parent/carers responsibility to ensure that the appropriate academy office is notified immediately.

### **Safe Arrival EYFS and KS1**

Children should be brought to school by an authorised adult. Children should be supervised on the playground by an authorised adult until classroom doors are open at 8.50am.

Parents or carers have sole responsibility for their children, and their welfare before the start of the school day at 8.50am. The classroom doors close at 9am prompt.

Any late arrivals after doors are closed, should report to the main office.

### **Safe Arrival KS2**

Children should be brought to the academy gates by an authorised adult. Gates open at 8:40am and doors open at 8:45am. Gates are locked at 9.00am.

Parents are able to enter the school grounds should they wish to do so where they are met by one of our parent partners who can support with concerns.

Any late arrivals after doors are closed, should report to the main office.

### **Safe Collection from the Infant Academy**

School finishes at 3.05pm for all children who attend for the school day (including those nursery children who attend the whole school day. (Nursery children who attend for the morning session only on Wednesdays should be collected at 11:20am from the main nursery door.)

Children will be escorted to the classroom doors and will be handed over individually to a responsible adult at the end of the day. Once a child has been handed over to their carer, they are the responsibility of their parent/carer. 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 academy premises safely.

A child will only be handed over to those adults/carers authorised by the parent/carer to collect their child. In the event that someone else should arrive to collect the child without the academy's prior knowledge, staff will request that the adult makes their way round to the main office and the academy will contact the parent/carer to seek their advice.

If there are changes to collection arrangements e.g. playdates, parents/carers should notify academy staff at drop-off or make contact by telephone before 2.30pm to enable office staff to inform staff handing children over at the end of the day of the change to arrangements.

Once children have been handed over to a responsible adult, should they need to re-enter the building, this must be through the main office to ensure appropriate safety and security procedures are followed.

Staff will remain in their classrooms until the last child has been collected or 3.15pm after which the playground gates will be closed and any remaining children will be taken to the main office – see late collection procedure.

### **Safe Collection from the Junior Academy**

School finishes at 3.20pm.

Year 5 and Year 6 exit via the library door where they may be met by a parent, walk to the lower courts to meet their parent or walk home alone (with written permission from their parent).

If a child has permission to walk home alone it is recorded on Arbor as a pastoral note pinned to the child's profile.

Year 3 and Year 4 exit via the Japanese Garden. Children will be escorted to the external doors and will be handed over individually to a responsible adult at the end of the day. Once a child has been handed over to their carer, they are the responsibility of their parent/carer. 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 academy premises safely.

Once children have been handed over to a responsible adult, should they need to re-enter the building, this must be through the main office to ensure appropriate safety and security procedures are followed.

Staff will remain in their classrooms until the last child has been collected or 3.30pm after which the playground gates will be closed and any remaining children will be taken to the school office – see late collection procedure.

### **Factors that may compromise a parent/carer's ability to provide safe care**

If an adult with parental responsibility or an authorised carer arrives at either one of the academies and staff are concerned that their presentation suggests that they are unable to offer safe care, e.g. if they are thought to be under the influence of drugs or alcohol, steps must be made to clarify the situation and assess the risk to the child.

Federation staff will:

- Approach the adult and request that they make their way round to the main office whilst the member of staff escorts the child into the academy to the main school corridor (Infant Academy) or main reception area (Junior Academy) and notifies a member of SLT of their concerns.
- Consideration should be given to staff safety and the safety of children on the premises/in the building as to whether the adult collecting should be allowed into the building or whether staff discuss their concerns privately outside including ascertaining how the child is intended to be transported home.
- Support may be offered by contacting another family member to come to the academy to collect the child and ensure their safety.
- Should the adult collecting the child decline the help offered, staff may, if they are still concerned, take further action including making contact with 'Children's Services' or the police.
- The academy will aim to retain care of the child whilst awaiting advice from the police and/or Children's Services.
- There may be occasions when an immediate, emergency call needs to be made to the police because it is judged that a child or another person (including staff) may be imminently at risk of serious harm.

### **Communication with Staff at Drop-off and Collection Times**

If parents/carers have any concerns at drop off they can speak to one of the Lead Safeguarding Practitioners.

Should a parent/carer require a longer conversation with a teacher, then an appointment at a mutually convenient time will need to be arranged via the main academy office or the parent / carer must wait until all children have been handed over to a responsible adult.

### **Attendance at Extra-curricular activities**

Each class will receive lists of pupils attending extra-curricular activities which will be updated at least half-termly. Children attending an after-school club at the end of the day should be accompanied by a staff member to the designated classroom/hall.

A register should be taken at the start of any extra-curricular activity and any absent children should be followed up in line with the Federation Missing Child Policy.

Registers of attendance should be kept by the club/activity leader. In the case of external providers leading a club/activity, registers will be kept in a club folder in the academy office.

A staff member will release children from after school clubs run by external providers.

### **Late Collection/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 main academy office as soon as possible to notify us that they may be late.

Office staff will notify teachers who will send the child to the office from where he/she should be collected by the parent/carer. If a message has not been received, the following academy procedure will apply:

- At 3.15pm for the infants and 3.30pm for the juniors, the teacher will escort the child to the academy office. Academy office staff will telephone parent/carer. Child to wait by the office under the supervision of academy staff.
- If efforts to contact the parent are unsuccessful, messages will be left on answer phones and the academy will contact the other adults who have been authorised to collect the child/designated emergency contacts in the order that they appear on the child's emergency contact form.
- If the academy office staff team cannot establish contact with the family, the children will be supervised either by staff at an academy extra-curricular activity (if staff/pupil ratios allow) or by a member of the academy staff.
- Should any child remain in school at 4.00pm without contact with a parent/designated carer having been made, a member of the Senior Leadership Team will make contact with Children's Services and their advice will be actioned.

### **Monitoring Late Collections**

All late collections of children will be recorded on CPOMS.

If a child has been collected late on 3 or more occasions in a half-term, a letter will be sent home to parents. Parents will be invited to meet with a senior member of staff to discuss collection arrangements.

The academy will continue to monitor collections for a period of 6 weeks. If late collections continue within this monitoring period, a second letter will be sent requesting parents attend a meeting with the Principal to discuss issues affecting collection. If this pattern of late collection links to other safeguarding concerns the situation may be addressed through other safeguarding procedures.

### **Late collection from Extra-curricular Activities**

Where children are collected late from an after school club on 2 occasions over the half-term, they may lose their place at that club – should this be the case, unfortunately, we will be unable to reimburse any fees paid. If this pattern of late collection links to other safeguarding concerns the situation may be addressed through other safeguarding procedures.

### **Review**

This policy will be reviewed every 3 years or sooner in the event of any changes to legislation / safeguarding requirements.