

Article 28: You have the right to a good quality education. You should be encouraged to go to the highest level you can.

Article 29: Your education should help you develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

# Blaenymaes Primary School



## Safe drop off and collection of pupils policy 2024

### Article 17

Approved by Governing Body on	September 2024
Signed by Chair of Governors: A. Charles	
Signed by Head Teacher : K. Leocrass	
To be reviewed annually	September 2025

## **Blaenymaes Primary**

### **Drop off and collection Policy 2024 Article 17**

#### **Definitions**

For the purposes of this Policy and procedures a child, young person, pupil or student is referred to as a 'child' or a 'pupil' and they are normally under 18 years of age. Wherever the term 'parent' is used this includes any person with parental authority over the child concerned e.g. carers, legal guardians etc.

#### **Introduction**

In order to safeguard our pupils at Blaenymaes Primary School it is essential that the school ensures all children arrive at the start of the day and leave school at the end of the day safely.

#### **Aim**

The start and the end of the school day are busy times, and our aim is to ensure children are dismissed carefully, under strict supervision, dropped off and collected on time and safely.

The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children arriving to and leaving the school premises. In the event that a child is not dropped off or collected by an authorised adult, we will 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.

#### **The Authorised Adult**

The Authorised Adult must be a responsible person aged 16 years or over. The person may be a;

Parent/Carer

Family member

Child minder

Neighbour / Family friend

Someone over the age of 16 who has the parent/carer's permission, either written or via a phone call, to collect the child from school.

#### **Collection data**

Parents/carers of children in our school are asked to provide specific information at the point of enrolment and data checking sheets are sent home at the beginning of each academic year, upon receipt of any amendments the schools MIS database will be updated of which all teachers, HLTA's and cover supervisors have access to.

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable) Mobile telephone number (if applicable)

- Emergency contact details
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. child-minder, relative
- Information about any person who has been denied legal access to the child  
Information about who has primary responsibility for the child
- A collection password.
- If there are any changes to any of the above, we ask that the school office is notified **immediately**.

### Entering and Leaving School

All children enter or leave the school by the designated door for their class. All parents are asked to wait outside the school buildings/designated door for their children.

### Supervision in the School Grounds

Members of staff are on duty each morning from 8am, at the Breakfast Club door and then 8.50am by designated doors so that parents can leave their child in safety. Teachers are not requested to be on duty until 8.40am, with classroom doors being opened at 8.50am. Parents are made aware that any child in school before this time e.g in the school yard and is not registered in Breakfast Club, is unsupervised. Parents should note that the school does not provide a member of staff to supervise children before the doors open at 8. 50 a.m. (unless the children are part of the agreed breakfast club) or after 3:00pm (unless children are attending an after school club organised by the school) and therefore the welfare of children until/after that time is the responsibility of parents.

Children should not be dropped off and left on the playground unsupervised. Pupils attending breakfast club, must be accompanied by an adult to the breakfast club door, with the exception of pupils in Year 5 and 6, who may walk to school unaccompanied with written parental consent. Children in years 5 and 6 walking to school unaccompanied, should not arrive in the school grounds before 8:50 a.m. unless attending breakfast club.

### Safe collection of pupils

All children in school (with exception of years 5 and 6) must be collected promptly at the end of the school day or nursery session by their parent/carer (person with parental responsibility).

Collection times

Nursery AM session finishes at 11:20am

Nursery PM session finishes at 3pm

School finishes at 3pm

All children will remain in their class with their class teacher until collected by a parent/carer or authorised adult.

### Nominated adult - authorised to collect

Whilst information of additional contacts is collected at the point of registration, these contacts will only be contacted in the event of an emergency. These contacts will not be authorised to collect your child unless we have been notified of a change of collection by the parent/carer.

When there is a change to the end of day arrangements, we ask that the primary carer ring the school office or inform the class teacher of these arrangements at drop off. Please note that the class teachers are teaching so dojo messages should be sent during lunch break where possible.

Any unknown person attempting to collect your child will be challenged by staff and permissions will be checked with parents/carers.

We will also check that children are happy to be handed over to these individuals and that they are known to them. If we do not receive a message directly from you and this person does not know the correct password we will not hand over your child.

### **Pupils walking home unaccompanied**

Parents of children in Years 5 and 6 may grant permission for their child to be allowed to walk home alone on the data collection sheet at the start of the academic year.

The names of those who have permission to walk home alone will be communicated with the class teacher and only these children will be able to leave the school site without an adult.

If a child should not arrive home at the expected time, the parent/carer must notify the school immediately.

### **Responsibility**

Once a child has been handed over to a responsible adult or released to walk home alone (years 5/6 pupils with written permission only) they are no longer the school's responsibility. Therefore, we ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

### **Safety Issues**

Parents are responsible for ensuring that their child/ren do not access any restricted areas of the school site. This includes playing on any outdoor equipment such as climbing frames or tyre trails. This equipment is only permitted to be used by pupils during the school day. For all pupil's safety no footballs should be played with on the playgrounds before or after school and no pupils should use bikes, skates or scooters etc on the school site.

### **Late collections and non-collected pupils**

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

1. The child will remain with their class teacher/TA in their classroom
2. If the child remains uncollected (after 3:15pm) staff will take the child to

the school office and contact the primary parent / carer.

3. Where NO authorised adult can be contacted and a child remains uncollected, we will follow our child Protection Procedures and contact the Local Safeguarding Team.

In an emergency/ unplanned situation two members of staff may take a child home to their parent or legal guardian. In this case the Designated Safeguarding Lead will be informed first.

### Communication

As always, good communication between home and school is vital, so please let us know ASAP if there are any changes to your normal drop off and collection routines. Particularly if you will be late to collect your child.

### Early Collection Procedure

Whenever pupils need to be collected before their formal dismissal time, parents/ carers must provide prior notification by writing or by telephoning the school. This is to ensure that the class teacher is notified. All pupils leaving school before the end of the school day, must be collected by a parent / carer or authorised adult.

At the time of early collection, parents/carers must report to the school office. Office staff will notify teachers that the parent/carers has arrived to collect the pupil. Parents/carers are kindly requested to wait in the school foyer area for their child to arrive from the class. The office will collect the child. The class teacher will remove the child from the class fire register.

The school recognises that at times, pupils will need to attend appointments (including medical appointments) during the school day. In such cases, parents/carers are welcome to collect their child for the appointment and then return them to school during the school day.

When parents return their child to school, they must report the child's return to the school office so that the school is aware that the child has returned and is back on the school premises. The office will ensure that the child is returned to class and the class teacher will put child's name back on the fire register.

