

**Dropping off and Collection**  
**Policy**  
**June 2019**



**Oxenhope Church of England Primary**  
**School**

**If you are concerned about the safety of a child, act!**

Our Named Persons for Child Protection are (Head of School), Alice Jones and Gillian Dyson (Pastoral Manager), Caroline Auty (Class Teacher) and Hannah Inman (Explorers Club Leader)

Useful phone numbers:

School – 01535 642271

Social Services Initial Contact Point 01274 437500

NSPCC – 0808 800 5000

Police – 999

**This policy must be read alongside the school's safeguarding and child protection policy and the winter weather policy.**

At Oxenhope Church of England Primary School, the children's safety and welfare is of paramount importance to us. The school 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 school 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 children by making sure that the responsibilities and expectations of all parties are clear when it comes to children arriving and leaving the school 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 at 3.15pm. 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 Oxenhope. Completion of these tasks is dependent upon the timely collection of children.

**Legislative Framework**

Section 175 of the Education Act 2002 requires local education authorities and the governing bodies of maintained schools to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. In addition, those bodies must have regard to any guidance issues by the Secretary of State for Education in considering what arrangements they need to make for this purpose.

Safeguarding arrangements include consideration of the procedures for children who are late to be collected or are not collected at all at the end of the school day/authorised school activity and where the governing body retains responsibility for the use of the premises. 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 2016), 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 of primary school age. They should be collected by an authorised adult as defined above. Teachers will not release younger children to siblings from the School but will ask school 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 14, written permission from the parent/carer should be given prior to the collection. School reserves the right to refuse to allow a young person between the ages of 14 and 18 to take responsibility for accompanying a child to or from

school should we have concerns about that person's suitability to do so. The suitability of a sibling, or other young adult, caring for a younger child will be considered on a case by case basis, by making a judgement on the potential risks of such an arrangement; the maturity of the young person collecting/child being collected; the length and nature of the journey home, the behaviour and relationship of the young person collecting/child being collected.

If the school has 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 school, this will not be permitted until the school has confirmed this arrangement with the parent/carer of the child. If children are attending Before/After-school Club, it is the parent/carer's responsibility to ensure that the staff are informed of any changes to their agreed collection arrangements in advance.

Parents/carers of children who attend Oxenhope C of E Primary School will be asked to complete a contact details form annually, nominating persons to be contacted in cases of emergency and those persons authorised to collect their child. Parents/carers are also asked to 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 school 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 school office is notified immediately.

### **Safe Arrival**

Children should be brought to school by an authorised adult. School gates are opened from 7.30am and children should be supervised on the playground by an authorised adult until doors open at 8.50am to collect the children.

Parents or carers have sole responsibility for their children, and their welfare before the start of the school day at 8.50am. Children are expected to walk into school in an orderly manner supervised by school staff. The school doors and gates close at 9am prompt. Any late arrivals after doors are closed, should report to the main office.

### **Safe Collection**

School finishes at 3.15pm for all children. Classes will be escorted to their respective exits by staff 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 school 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 school's prior knowledge, staff will request that the adult makes their way round to the Office and school will contact the parent/carer to seek their advice.

If there are changes to collection arrangements e.g playdates, parents/carers should notify school staff at drop-off (a letter or note works best) 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 on the door until the last child has been collected or 3.25pm after which the doors will be closed and any remaining children will be taken to the school office.

### **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 school 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. The school will:

- Approach the adult and request that they make their way round to the school office whilst the member of staff escorts the child into school to the Nest or School office and notifies a member of SLT/ Designated Safeguarding Team 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/reception area including ascertaining how the child is intended to be transported home.
- Support may be offered in contacting another family member to come to school 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 school 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 need to pass on a quick message to the class teacher, a short note works best to ensure the staff member can maintain supervision of the children. A member of the Support Staff Team/Teaching Team is available on each entry/exit door and can pass a message on to class teachers. Should parents/carers require a longer conversation with a teacher, please either ring the school office to arrange an appointment at a mutually convenient time or please wait until all children have been handed over to a responsible adult.

### **Drop-off & Collection from on-site Wraparound Care (EXPLORERS)**

EXPLORERS staff accompany children to classes at 8.50am and hand children who have attended Breakfast Club to the class teacher/teaching assistant. At this hand over point, school policies and procedures apply. EXPLORERS staff will collect all pupils expected to attend After-school Club at 3.15pm from their respective classrooms before classes proceed onto playgrounds. At this hand-over point, EXPLORERS policies and procedures apply. Any confusion over arrangements should be clarified with parent/carer by EXPLORERS staff if EXPLORERS are expecting child to attend and school office staff if EXPLORERS are not expecting child to attend that evening's session.

### **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 sent to the designated classroom/hall prior to the class leaving their classroom to be dismissed on the playground. A register should be taken at the start of any extra-curricular activity and any absent children should be followed up with the school office before the club commences. 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 school office.

### **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 school 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 school procedure will apply:

- At 3.25pm, the teacher will escort the child to the school office. School office staff will telephone parent/carer. Child to wait by the office under the supervision of the teacher.
- If efforts to contact the parent are unsuccessful, messages will be left on answer phones and the school 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 school admin team cannot establish contact with the family, the children will be supervised either by staff at a school extra-curricular activity (if staff/pupil ratios allow) or by a member of the school staff. The school reserves the right to charge for this care in-line with After School Club charges.

- Should any child remain in school at 4.45pm without contact with a parent/designated carer having been made, a member of the Senior Leadership Team/Safeguarding Team will make contact with Children's Services and their advice will be actioned.
- A log will be made on the child's CPOMs Record.

### **Monitoring Late Collections**

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 school's Pastoral & Education Support Co-ordinator to discuss collection arrangements. The school 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 Headteacher and the Governor for Safeguarding 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. The school reserves the right to make an additional charge for additional care provided in-line with After School Club charges

Written by Alice Jones

Review Date – June 2022