



Love God, Love each other, Love Learning

Sacred Heart RC Primary

Collecting Children from School
Late Collection and
Cycling or walking home Policy



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Contents:

Statement of intent

1. [Legal framework](#)
2. [General collection procedure](#)
3. [After-school club collection procedure](#)
4. [Late collection procedure](#)
5. [Recurrence of late collection](#)
6. [Collecting a child on someone's behalf](#)
7. [Non-collection procedure](#)
8. [Review](#)
9. [Key Stage Arrangements for Drop Off and Collection](#)
10. [Walking and Cycling to and from school](#)

Appendices

- a) [Parental Permission to walk to and from home \(Y5 / Y6\)](#)
- b) [Non-Collection of Pupil Letter Template](#)



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Statement of intent

Sacred Heart RC believes it is essential to ensure all pupils are safe when they leave school at the end of the day. We appreciate that, for many families, arrangements need to be flexible and it may be that several people care for the child after school. For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils.

Rationale

The need for the school to devise a child drop off/collection policy is to:

- Clearly outline the drop off/collection procedures to the school community.
- To devise an easy to follow signing in and out system within the school.
- To ensure that each child is safe when on the school grounds.

Aims

- That no child is unaccounted for at any time.
- That each teacher is up to date on child drop off/collection procedures and arrangements.
- That the school community is aware of the appropriate drop off/collection procedures

Signed by:

Headteacher

Date:

Chair of governors

Date:

1. Legal framework

- 1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:
 - Section 175 of the Education Act 2002
 - DfE (2018) 'Keeping children safe in education'
 - DfE (2017) 'Statutory framework for the early years foundation stage'
 - DfE (2018) 'Understanding and dealing with issues relating to parental responsibility'
- 1.2. This policy will be used in conjunction with the following school policies:
 - Health and Safety Policy
 - Child Protection and Safeguarding Policy
 - Charging and Remissions Policy

2. General collection procedure

- 2.1. Parents will promptly collect pupils at the end of the school day, which is **3.15 pm** for all pupils.
- 2.2. School gates are opened at 8:00am in order to allow those children attending breakfast school to come in and are closed for school at 8.55 am. The gates are opened again at 3.10 pm to enable parents to enter the school. They are closed again at 3.20pm.
- 2.3. Nursery and Reception children enter via the Foundation Stage door.
- 2.4. Year 1 children enter via the Key Stage 1 Door
- 2.5. Year 2 children enter school via the Key Stage 1 Door.
- 2.6. Unless a child has attended Breakfast Club, school responsibility commences from 8:45 am when the children enter their classrooms where a member of staff will be waiting until the end of the school day.
- 2.7. School ends at 3.15 pm and Foundation Stage and KS1 pupils will remain in their classroom until they are released by staff to their parent or carer. The school should be informed by the parent of any changes to arrangements either by phone, in person or in a note to the teacher. If there are any concerns in releasing pupils, the school will get in touch with the child's parents to confirm the arrangements.
- 2.8. Nursery, Reception and Y1 will be released from their respective classroom doors to their parent or carer waiting in the shared area. Y2 pupils will exit from the Hall Doors; children will be released to their parent or carer.
- 2.9. Parents will wait in the school playground at the designated door for their child to arrive.

- 2.10. Class teachers will escort pupils into the designated door for dismissal at the end of each day.
- 2.11. Parents are aware of what is expected of their behaviour when they are collecting pupils, e.g. that the school is a smoke-free zone.
- 2.12. Staff members will not release a pupil if it is felt that the parents are not in a fit state to ensure the pupil's safety or if the pupil shows signs of distress or anxiety.

3. After-school club collection procedure

- 3.1. Parents will use the normal collection procedure, as outlined in the permission letter for the respective club / activity when picking up children from after-school
- 3.2. If parents are late to collect their children, parents will be charged in accordance with the school's Charging and Remissions Policy.

4. Late collection procedure

- 4.1. The school allows for a 10 -minute window for late arrival.
- 4.2. School finishes at 3.15 pm and whilst, we appreciate that on occasions parents might be unavoidably delayed, these occasions should be rare.
- 4.3. Parents will notify the school at the first possible opportunity if they believe they will be late to collect their child.
- 4.4. When a child is not collected at 3.15 pm at 3.20 pm they will be escorted by the teacher to the HLTA who will take over supervision of the pupil and inform the office who will make contact with the parent or next person on the pupil's emergency contact list.
- 4.5. The office staff will remain in contact with the HLTA who will manage the situation in order that the pupil does not suffer any additional distress.
- 4.6. Any child collected after 3.25 pm, must be signed out using the school's electronic system.
- 4.7. When a child is not collected at 3.15 pm, on the first occasion, a record will be kept.
- 4.8. On the second occasion a letter will be sent to parents.
- 4.9. On any subsequent occasion, the parent will be charged £5.00 per child for late collection.
- 4.10. All staff members, are aware of the school's internal procedure for late collection and will ensure that the situation is resolved whilst causing as little distress as possible to the pupil.

- 4.11. Pupils will be supervised at all times, ensuring appropriate staffing ratios are met – including those outlined in the 'Statutory framework for the early year's foundation stage' where necessary.
- 4.12. If the parents cannot be contacted, the non-collection procedure will be followed.

5. Recurrence of late collection

- 5.1. The length and frequency of late collections are monitored by the school.
- 5.2. Concerns regarding a pupil's safety and welfare associated with late collection will be dealt with in accordance with the school's Child Protection and Safeguarding Policy.
- 5.3. The school will keep a record of incidents where parents are late with no reasonable explanation.
- 5.4. In the event of recurrence of late collection, where no reasonable explanation has been given, a letter will be sent home to the parents inviting them to a discussion about their circumstances.
- 5.5. Parents will be made aware of the arrangements that may be put in place if they continue to collect their child late, including the school's right to enforce a penalty charge.

6. Collecting a child on someone's behalf

- 6.1. Social workers are not permitted to collect pupils from the school to attend care review meetings without the prior consent of teachers, foster carers, parents and the pupil themselves.
- 6.2. The school **will not** accept a list of people who may collect the pupil as a substitute to calling the school office and informing the school directly of the change in collection.
- 6.3. Pupils may be collected from school by an older sibling if the sibling is **aged 16** or older.
- 6.4. If parents wish for their child to be collected by another party who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, this must be put in writing to the school.
- 6.5. In an emergency, verbal consent may be given for an agreed person to take their child home. This will be recorded, and a letter will be sent to the parents confirming that the arrangement was made at their request.
- 6.6. Verbal consent must include a full physical description of the person, unless already known to the school.
- 6.7. A password may be requested to be used by both parties to ensure the identity of the person collecting the pupil is the individual arranged by the parent.

- 6.8. Under no circumstances will a pupil be allowed to leave the school with someone if they are showing signs of distress or anxiety.

7. Non-collection procedure

- 7.1. The school will continue to try and contact the parents and named emergency contacts in the event of a non-collection.
- 7.2. A detailed record of the action taken, and the calls made, will be kept.
- 7.3. Under no circumstances will staff members go and look for the parents.
- 7.4. A staff member will supervise the pupil at all times.
- 7.5. If no contact has been made with the pupil's parents or emergency contacts, and no one has arrived to collect the child within an hour since the original collection time – the end of the school day or at 4.30pm if it was pre-arranged for a pupil to attend a school club – the school's child protection procedure will be followed and children's services and the police will be contacted.
- 7.6. A member of staff will stay with the pupil until children's services arrive.
- 7.7. Once the situation has been resolved, the reason the circumstances arose will be established and noted, and steps to avoid recurrence will be taken by the school and parents.

8. Monitoring and review

- 8.1. Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and amended where necessary.
- 8.2. This policy will be reviewed on an annual basis by the headteacher and DSL.
- 8.3. Any changes made to this policy will be communicated to all teaching staff and parents.

9. Key Stage Arrangements for Collection / Drop off

Foundation Stage Collection/Drop-Off Routine

The Foundation Stage door will be opened each morning at 8:45 to minimise congestion in the cloakroom. A member of staff will stand on each classroom door and the Foundation Stage gate to welcome and greet families. The member of staff at the Foundation Stage gate will take messages that will be passed over to the class teacher once all doors are secured. Children who need the toilet must go on their own in view of the staff. At 9:05 doors will be closed and any late arrivals must first report to the main office and be brought into class by a member of staff.

At home time, the Foundation Stage doors will be open from 3.10 pm

Parents should not cross into the main classrooms. A member of staff will stand at the internal Nursery and Reception doors to hand over, give out letters, messages etc., an additional member of staff will stand on the Foundation Stage gate. All children must remain on the main carpet, with a member of staff, until their name is called. Children who need the toilet go on their own in view of the staff. Parents MUST wait in the shared area. Children will be ready for dismissal with their coats and belongings.

If a parent wishes to speak to the teacher and it is not a message that can be passed on, parents must wait in the shared area until all other children have gone or only 2 or 3 are left.

Entrance to and Exit from school for Foundation Key Stage 2 Pupils:

Children in Years 4 and Y5 enter and exit school via the Key Stage Two Door.

Children in Years 3 and Y6 enter and exit school via their respective classroom doors.

Children should have clear instructions from parents/carers as to their collection or the arrangements for walking home by themselves. Parents must give permission by completing the form at the end of this policy. However, the school may have concerns about a child walking home e.g. the distance the child would have to walk.

If a child is not collected they will be taken to the school office and physically handed over to a member of staff. The office staff will then make a note of the late collection on the SIMs as well of who the child was collected by.

Everybody is expected to exit the school grounds promptly.

Any children attending extra-curricular activities must safely assemble in the designated area for that activity and be registered by the group leader.

Parents/carers will collect their child from the main entrance at the end of the club session. The person responsible for the club will release each child to the designated carer. If there is a delay in a child being collected, they should return to the office and inform the office staff.

Walking / Cycling to school / to Home Alone Policy

It is the parents'/carers responsibility to ensure their child arrives safely and promptly to school each morning. Whilst walking to school it is understood that parents/carers ensure that their child takes the safest route possible and is accompanied at all times by a responsible adult.

During Years 5 and 6 parents/carers may decide that their child is capable of independently walking/cycling to school. If this is the case, parents/carers make the informed decision that they are responsible for their child's safety on their journey to school, even if they are not physically present.

It is advised that parents/carers ensure their child is fully conversant with road safety, the bike is road worthy and appropriate safety gear is used.

The following guidelines set out Sacred Heart RC Primary's advice, policy and procedure should parents/carers wish to allow their child to walk to or from school without an adult:

It is the responsibility of the parent/carer to assess the route on which the child will walk home from school to ensure they are confident their child has the ability to walk home safely, even if their child is accompanied to school by a parent/carer. Crossing busy main roads and walking through secluded areas is discouraged.

It is also advised to the parents/carers that their child knows their own home phone number and other emergency contacts and either has a mobile or money for a pay phone should they need to call home in an emergency. Some mobile phones have a GPS tracking system and having an emergency ICE (In Case of Emergency) number in contacts is recommended.

Safeguarding is paramount and parents/carers need to ensure their child is fully aware of stranger danger and how to report any concerns to an appropriate adult.

Should a parent/carer wish to allow their child to walk to school unaccompanied by an adult, parents/carers are asked to inform the school and the walking/cycling/travelling consent form is completed/updated so that a register can be compiled of key children to identify should a child not arrive at school at the appropriate time in the morning.

It is essential that written consent is provided by the parent/carer to authorise independent travel to and from the school. The cycle/walking home policy must contain all emergency contact numbers and the parent/carer must notify the school and update the consent form in the event of any changes.

The school may refuse a proposal if a child is not deemed able to walk/cycle home alone:

If the school has concerns about a particular child's ability to travel safely or if a child lives too far away more than 15 minutes away permission for the child to walk home alone may be refused.

There must always be an appropriate adult/parent/carer at home to meet the child on their arrival.

Parents/carers need to be aware when walking home/cycling home the school will not know if a child arrives home as planned. Hence the parent/carer needs to ensure adequate safety protocols are in place should an emergency/accident arise.

If the school feels the welfare and safety of the child walking/cycling to school is compromised the school may revoke the arrangement and will notify parents/carers accordingly.

It is recommended that **ONLY children in Years 5 and 6** be allowed to walk to school unaccompanied by an adult and only then if the parent/carer is confident that it is safe for them to do so. However, individual cases will be discussed with parents/carers.

As the responsible body receiving children from home at the start of the day, the school will ensure that morning registrations are taken in each class. If a child is found to be absent and no prior notice of such absence has been received from the child's parent/carer, the school recognises a clear responsibility to contact the parent/carer to ascertain the reason for absence or highlight that a child has not attended morning registration.

It is the parent/carers responsibility to ensure that school is informed should their child be unable to attend school for any reason in accordance with the school attendance policy. If a child who walks/cycles to school unattended is not in school contact will be sought with the parent/carer within 30 minutes or the schools protocol] of morning registration taking place and an absence without reason being noted by the classroom staff.

If upon contact it is confirmed that a child has left home with the intention of walking/cycling to school but has not arrived and therefore an issue of a missing child is noted, the school will contact the police immediately. The school's designated safeguarding lead will then be immediately informed and safeguarding procedures for child protection/children missing procedures will be followed.

It is the responsibility of the parent/carer to assess the route on which the child will walk home from school to ensure they are confident their child has the ability to walk home safely. Crossing busy main roads and walking through secluded areas is discouraged. A register of children who have permission to walk/cycle home alone after the school day will be kept by the school.

If a child has left the school to walk home but does not arrive home when expected and direct contact with the child has not been established, the parent/carer should contact the school in the first instance to seek clarification from the responsible adult who dismissed their child as to the time they left school. However, the school may not be contactable after home time and therefore it will be parent's/carers responsibility to notify the police.

Cross Reference: Safeguarding and Child Protection Policy

PARENTAL PERMISSION FOR A PUPIL TO WALK / CYCLE HOME ALONE

It is the parent's/carers responsibility to ensure their child arrives safely and promptly to school each morning. Whilst walking to school it is understood that parents/carers ensure that their child takes the safest route possible and is accompanied at all times by a responsible adult.

During Years 5 and 6 parents/carers may decide that their child is capable of independently walking/cycling to school. If this is the case, parents/carers make the informed decision that they are responsible for their child's safety on their journey to school, even if they are not physically present.

It is advised that parents/carers ensure their child is fully conversant with road safety, the bike is road worthy and appropriate safety gear is used.

By signing below, you give your permission for your child to travel home independently.

Thank you for supporting us in caring for your child.

Yours Sincerely

P Dungworth

Headteacher

Yes, my child has my permission to travel home alone from Sacred Heart RC Primary at the end of the school day.

Child's Name:

Year 5 / Year 6 _____

Parent / Carer Signature:

Parent Name (printed):



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RE: Non-collection of pupil

Dear

As you are aware, name of child was not collected from school on **day/date** and we were unable to contact you, or the emergency contact, via the details you provided to the school.

I would like to remind you that, in the event of non-collection of a pupil, name of school must work in accordance with child protection procedures. For this reason, children's services and the police were made aware of the situation on date.

I hope the reasons for the late collection of your child are not serious, but I encourage you that if you are experiencing difficulties collecting your child on time, or arranging transportation for them, please do come in and speak to either myself or your child's teacher and we can discuss ways in which we may be able to help.

Kind regards,

Mrs P Dungworth

Headteacher