



## **Wildridings Primary School**

# **CHILD COLLECTION AND DROP OFF POLICY**

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<b>Approved by FGB</b>	16 <sup>th</sup> October 2025
<b>Next Review</b>	October 2028

## **Rationale**

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

1. Clearly outline the drop off/collection procedures to the school community.
2. To devise an easy to follow signing in and out system within the school.
3. 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.
- Safeguarding all children in the school.
- Providing a well-organised and safe signing in and out procedure.
- Ensuring all staff have up to date information.
- Encouraging children to take responsibility for their own safety and the safety of those around them.
- Working in partnership (school and parents/carers).

## **Roles and Responsibilities**

Child collections and drop offs place particular responsibility on various personnel within the school chain of command. However, we must all accept the role that we play and our responsibility to ensure:

- Positive school community communication.
- Co-operation between all parties to ensure the safety of children and staff.
- A responsibility of community members to adopt and apply this policy.

## **Parental Responsibility**

- At the point of collection the responsibility for the care of the child is passed to the parent/designated adult. Dangerous play/inappropriate behaviour in the school grounds is not allowed, (including using the play equipment, playing ball games or cycling/riding scooters) and we respectfully request that parents support the school with this policy.
- Parents/carers should provide an update of their emergency contact numbers.
- Emergency closing: Parents/carers should note that the Headteacher might not be in a position to allow children into the school building/playground because of an unforeseen emergency. Parents should check text, the website/radio/correspondence for information of closures.
- If there is an emergency closure of the school during the school day, an adult will be expected to pick the child up from the school site. Arrangements can be made over the phone in emergency situations such as this, by letting the school know a password that the person collecting will give to the Class Teacher when collecting.
- We will only hand over pupils to adults who are named on our system as a point of contact or older siblings provided the adults or siblings are 14 years old or above for KS1 and KS2 and 16 years old or above for Foundation Stage.
- In the unlikely event where an 'unnamed adult' is needed to collect a child, the parent responsible needs to contact the school office providing notification of this together with the name of the adult, brief description of appearance together with a password to be used. When the 'unnamed adult' comes to collect the child they will need to say the chosen password to the teacher for the child to be handed over. If the 'unnamed adult' does not know the password or gets the password wrong, the child will not be handed over and will remain in school until a known adult on the system comes to collect.
- We will not allow older brothers or sisters in school to drop off younger siblings.

## **Guidelines**

- Breakfast club runs from 7:45am, all children must be brought into the hall by a parent/carer, signed in with the payment having been pre-paid on Parentmail. Children attending breakfast club should be brought to school by an adult and not be on site before 7.45am. They should not be brought in by an older sibling.
- School gates are opened at 8:35am and are closed for school at 8.55am. The gates are opened again at 3.10pm to enable parents to enter the school. They are closed again at 3.20pm.
- All children are welcomed into school by a member of staff situated outside the door nearest their classroom, children should go straight into the school building via the appropriate door once they have come onto the school grounds
- There will be a staff member in their year group area ready to welcome children into their classrooms.
- School ends at 3.10pm for the whole school
- EYFS 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.
- Lower KS2 (Year 3 and Year 4) children will be released to their parent or carer from the door nearest their classrooms. Parents and carers will assemble in the playground or outside the front of the school (Year 3).
- Upper KS2 (Year 5 and Year 6) children will be released from their classrooms at the end of the school day. 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. (Appendix A).
- The class teacher should be made aware by the parent/carer who will regularly collect their child if it is not the parent/carer.
- If the parent/carer needs another adult to collect their child unexpectedly they can call the school, the staff at the office will need to know a password that the person collecting will give to the Class Teacher when collecting the child.
- If a child from either KS1 or KS2 is not collected they will be taken to office and parents/carers will be contacted, please see the section on the next page headed Child Not Collected From School Arrangements.
- Any children attending extra-curricular school-led activities must safely assemble in the designated area for that activity. Parents/carers will collect their child from the main entrance at the end of the club session or pre-arranged area specified by the adult leading the club. 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. Children should be collected by an adult, however children in year 5 and year 6 (whose parents have signed the form) may be allowed to walk home alone after a club at 4.30pm, however this will be determined on an individual basis in the winter months based on the dark evenings.
- Children attending Wrap Around Care after school will need to follow the arrangements stipulated by the care provider.

## Child Not Collected from School Arrangements

In the event that a child is not collected by an authorised adult at the end of a session, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

If a child is not collected at the end of the session, we use the following procedures:

The school office is consulted for any information about changes to the normal collection routines.

- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school and whose telephone numbers are recorded on the school database are contacted.
- The child will stay at school in the care of a member of staff until the child is safely collected.
- If a parent/carer is late in collecting their child, they should go to the main office, to collect them. They should sign out using the electronic system to record that the child has been picked up.
- If a parent/carer is late collecting their child on three separate occasions across 10 school days, on the third occasion we will contact the Multi Agency Safeguarding Hub (MASH) at Bracknell Forest Council. If regular late collection over a longer period of time, contact will also be made with the Multi Agency Safeguarding Hub (MASH) at Bracknell Forest Council.
- At no time will a member of staff take a child home without permission from the Headteacher or at no stage will they leave a child alone in the building.
- If no one can be contacted to collect the child after 4.20pm or staff are no longer available to care for the child, we will contact the Multi Agency Safeguarding Hub (MASH) at Bracknell Forest Council.
- If no one can be contacted to collect the child after a club in school which has finished at 4.20pm, then the MASH team will be contacted at 4.45pm.
- If a parent/carer does not collect within the timescales above and cannot be contacted a report of the incident is recorded

## Walking Home Alone Arrangements

These arrangements are put in place for the health and safety of pupils whose parents who wish their child to walk home unescorted by an adult at the end of the school day (3.10pm). They must adhere to the following guidelines:

- Parents must have registered with the school that they are prepared for their children to walk directly home from school at the end of the day.
- Children MUST be in Year 5 or Year 6.
- It is the parents' responsibility to check the route that their children may walk home in order that they may make an assessment of the appropriateness of the journey. Crossing of fast roads, walking through secluded areas is to be discouraged. A single route should be agreed. Parents should be confident that children have an awareness and understanding of the green cross code and stranger danger. It is parents' responsibility to ensure they are sufficiently happy that their child is capable of undertaking the proposed journey safely.
- During winter months and/or inclement weather, children must be dressed appropriately.
- Children should preferably walk in a group and not alone.
- Children should know their home phone number (plus one other emergency contact) and may have their own mobile phone, (which is kept securely in classrooms during the day).

We recommend that where children are walking home alone there should be someone at home to meet the child on their arrival.

- Any child must be capable of arriving home within 30 minutes of the end of the school day (3.45pm). Journeys over 30 minutes are not considered appropriate for children to walk at this stage.
- If any child does not arrive home within a reasonable timeframe, parents must immediately notify the school in order that appropriate action can be taken.
- If any child does not arrive home within a reasonable timeframe and direct contact with the child has not been established by either school or parents, the school will instigate the missing person's procedure in conjunction with the relevant authorities.
- If the missing person procedure is initiated there must be a point of contact remaining at both the home and school location until further advised by the relevant authorities.
- If your child does arrive home after the missing person procedure has been instigated, immediate notification to the relevant authorities/emergency services and school must be made. This is to enable the missing person procedure to be stood down.
- Once the missing person procedure is initiated responsibility will pass to the relevant authority to further any enquiries. Both parents and the school will be guided by them in order that a successful outcome is achieved.

### Preparing your child to make an independent journey

There are lots of ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently. Walking to school is a great opportunity to learn road safety skills. The best way to do this is to walk with your children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence to deal with traffic and finding their way on their own, in preparation for walking with friends or alone when they are older.

Teach your child to:

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Always cross at the intersection where there are traffic lights; do not cross in the middle of the road. Alternatively cross in a place where you can see clearly in all directions.

- Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.
- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour). And if that person tries to convince him to go with the child or tries to physically get close, then the child should scream, "Help! This is not my dad!" or "Help! This is not my mum!" and run away. If they grab them, tell your child to kick, punch, and hit as hard as they can.

When deciding whether your child is ready for this responsibility you might want to consider the following:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they didn't want to do i.e. scream, shout, kick, fight?
7. Would they know what to do if they needed help?
8. Would they know who best to approach to get help?

**If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own.**

If you decide that your child is ready for this responsibility then you must inform the school by letter or by completing the slip below. Your child will be prevented from walking home unless this permission has been given in writing.

If a parent is not present, your child will also be responsible for their behaviour whilst on the school premises either before or after school. No child is permitted to play ball games, ride scooters or bikes or play on playground equipment in school grounds before or after school.

**Should their behaviour not be acceptable, you will be asked to accompany or collect them until they have proved they can be trusted again.**

**IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE, PLEASE ENSURE YOU LET US KNOW IN WRITING IMMEDIATELY.**

## CONFIRMATION THAT MY CHILD MAY WALK HOME ALONE

*Please complete and return to the School Office.*

**Note that this form is only applicable to children in Year 6 or in Year 5**

I confirm that my child \_\_\_\_\_

in Year \_\_\_\_\_ at Wildridings Primary School may walk home from school alone.

I confirm that I have read and understood the school's **Walking Home Alone** Policy.

I confirm that I agree that my child can walk home from extra-curricular clubs after school (this applies in the summer term only)

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Date: \_\_\_\_\_