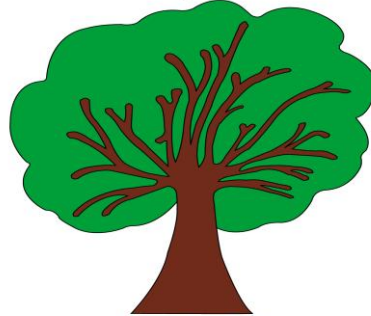


Burstwick Community
Primary School



Branching Out
Into The Community

BURSTWICK COMMUNITY PRIMARY SCHOOL

DROP OFF AND COLLECTION OF CHILDREN PROCEDURE

At Burstwick Community Primary School, we aim to provide a safe, secure and stimulating environment within which all children feel cared for, supported and happy.

We aim to prepare children for adult life through developing an enthusiasm for learning and a willingness to persevere in the face of challenge.

Believe, Unique, Resilient, Safe, Tolerant, Worthy, Independent, Creative, Kind-hearted

We are **BURSTWICK!**

KEY PRINCIPLES

- Class Teachers are responsible for the orderly dismissal of pupils from their classrooms.
- Class Teachers must be sure that pupils' leaving arrangements are followed.
- Class Teachers will not allow children to leave with **unknown** adults.
- Children in **Years 5 & 6** are allowed to walk home alone after the school has received written notification from parents/carers stating this preference. If you are choosing to allow your year 5/6 pupil to walk home alone, please refer to the checklist on Appendix A to ensure you have made an informed decision.
- Should a parent request that any child younger than Year 5 & Year 6 walk home alone, it must be done in writing. A meeting will take place to ensure that the child is safe during this time, and it will be documented.
- Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent/carer on or before the day.
- Where a different to the usual person is sent to pick up a child from school – school **expects** to be informed and a password given to both the school and the adult collecting the pupil as staff **will not** release a child to an **unknown** adult or to **another parent** without this information.
- When children start in Early Years stage, parents need to make the teacher aware of who will be collecting the child each day.
- Parents will drop off / collect children (or arrange for this to happen) **punctually** – if parents are late then the children will remain with staff, and this may incur a charge. Please note there is an expectation that you collect promptly at 3:30pm (or 4:30pm if your child participates in an extra – curricular activity).
- Late collection is monitored by Mr Cutts (Headteacher/Designated Safeguarding Lead and Mrs Spencer; Deputy Safeguarding Lead).

For all the other issues raised we have developed a Drop Off and Collection Procedure.

The following are the Key Summary Points:

- No child must be left unattended on the playground. The children are your responsibility until staff open the doors at **8:50am**. Parents/Carers must know that the children will not be supervised by the school and therefore remain the responsibility of the parents/carers until school starts.
- All children must be in school by **9:00am** – Doors will be closed at this time and as parents, it is your responsibility to be on time. The impact of lateness is not just on your children but also on all the others in

the class when lessons have to be stopped and the teacher has to explain learning to children that have missed the input. Registration time is also learning time as activities are made available for children to complete based on prior learning.

- The Headteacher (Mr Cutts), the Senior Leadership Team, The Education Welfare Office at ERYC and Governors will monitor punctuality/lateness. They will offer support where appropriate. However, parents who persistently drop children off late despite support from school will be referred to the Education Welfare Officer.
- Staff will release children at 3:30pm from their respective doors to a responsible adult that is known to school.
- **KS1 (age 4-7 years)** children will only be released to a sibling over **16 years of age, unless a written request and meeting have taken place with the Safeguarding Leads of the school** (see further guidance and attached form).
- **KS2 (age 8-11 years)** children may be released to a sibling of **secondary school age, only if written permission has been given by the parents** (see further guidance and attached form).
- Children **will not be released** to any adult that is unknown to school or **to another parent** unless school has been notified in advance, along with a password. If an unknown adult or another parent comes to collect without school being informed in advance and we cannot contact parents – the child will remain with staff until we can contact parents. This may incur a charge payable to the school. Should this happen on a frequent basis, a meeting will be held with the parents/carers to discuss it further.
- Whilst we recognise that there are occasions where parents are delayed through no fault of their own e.g. traffic jams etc, children that are not collected on time will remain with staff. This may incur a charge. The Governors feel that this will reduce the stress and pressure on parents rushing to school, as you know your child will be looked after safely until you can collect them. This may incur a charge payable to the school. Should this happen on a frequent basis, a meeting will be held with the parents/carers to discuss it further.
- The Governors feel it is important that all parents are aware that at **3:30pm** all Teaching Assistants finish work and Teachers and Office Staff have a range of commitments – from meeting with parents, running extra-curricular clubs, staff training, marking books attending meetings etc. **They are not available** after school to look after children.
- As a school, we have a number of afterschool clubs, which are free for children, and only to those parents/carers that have signed up for the club. If you cannot for whatever reason collect your child / children on time, they may be placed in the club. However, this will incur a charge of **£5** per child, as this is a private provider.
- In Y5/6, parents can, if they wish, allow pupils to walk to and from school. However, due to the number of road traffic incidents and the lack of a crossing patrol person, you need to decide as parents if it is safe for your child to do so. The children are your sole responsibility as soon as they leave the school and the school does not accept any responsibility for loss or incident on their journey to or from school. Children's Services Safeguarding Guidance 2012 and the NSPCC Briefing for schools: safeguarding considerations for before and after school (dropping off and picking up) advises *"There is no law in prohibiting children from being out on*

their own at any age. It is a matter of judgment for parents to decide when children can play out on their own, walk to the shops or school". You will need to consider the location of your house from school, roads that will need to be crossed, any special needs the children might have, the time of the children leaving school – for example in the winter it is dark after extra-curricular activities.

- In the event of a child not being collected from school and school not being able to contact parents/emergency contacts, after **30 mins** the school will follow its child protection procedures and the police and Social Services will be informed.

Siblings Collecting Pupils

We understand that as children leave to go to secondary school, parents take the decision to allow them to collect their younger siblings. We have reviewed this procedure as a Governing body and agreed that whilst there is no legal reason for you not to allow siblings to collect the children, we still have a duty of care to ensure that their safeguarding needs are met.

The Royal Society of Prevention of Accidents and the NSPCC recommend that no one under the age of 16 should be left to care for a younger child. It is the parents responsibility to ensure that the child is dropped off and collected by a responsible person. There is no minimum age set in law when a young person is allowed to remain in charge of another child, however it is an offence to leave a child alone if it places them at risk. This can include in the care of an older sibling if the level of supervision is 'likely to cause unnecessary suffering or injury to health' (*Children and Young Persons Act, 1933*). Therefore parents/carers must understand and be prepared to take responsibility for anything that should go wrong in their absence.

We have attached a checklist, which you must tick and sign to say you have considered every point and this must be submitted with a letter requesting permission for a sibling under 16 to collect a KS2 pupil. As stated on page 1, we will not allow collection of KS1 pupils to anyone under the age of 16 years unless written permission has been given, and a meeting has been held to discuss safety of all children involved.

Monitoring and Review

Burstwick Community Primary School's Drop off and Collection Procedure is monitored regularly by the Senior Leadership Team (SLT), who report to the Governing body about its implementation and effectiveness. Governors are kept informed via the termly Headteacher's Report.

This Policy will be reviewed at least once every two years through discussion with all staff and Governors.

Headteacher: ***Ian Cutts***

Chair of Governors: ***Andy Johnson***

Signed:

Signed:

Date:

Date:

Appendix 1

This checklist, along with a covering letter must be submitted to school for consideration of a sibling collecting KS2 pupils. Absence of this information will result in your child not being released to older siblings.

Checklist for Supervision of children before/after school

The following factors should be considered when children are left unsupervised at home; walking to/from school or in the care of a sibling. Please complete this checklist and return it to school if you wish your KS2 (age 7-11yrs) child to be collected by a sibling under the age of 16yrs.

- ☐ Has the parent/carer considered the risk/s posed by leaving their child alone, walking to/from school or in the care of a sibling?
- ☐ The age of all of the children?
- ☐ How mature is/are the child/ren with the arrangements (this includes the younger child and the older child who is acting as 'carer')?
- ☐ Will the children be left home alone?
- ☐ How long and how often will be the child/ren be left?
- ☐ Is the home environment safe and secure? Has the parent/carer assessed the home environment/journey to or from school for risks? Has the older child or 'carer' been involved in this risk assessment?
- ☐ How far will the child/ren have to walk?
- ☐ How far away will the parent/carer be? Will they be easily contactable and do the child/ren know how to contact them?
- ☐ Do any of the child/ren (this also includes the older sibling or 'carer') have additional needs – medical, emotional, behavioural, learning difficulties/disabilities? How will these needs be met in the parent/carers absence?
- ☐ Does the child or sibling caring for another child know what to do in an emergency? Does the child know who they can contact in case of an emergency? Have instructions been left for example in the case of a fire?
- ☐ What are the expectations of the child/ren during this time? i.e. are they expected to cook for themselves etc?
- ☐ Does the child have knowledge about how to keep themselves and younger siblings safe e.g. road safety, not answering the door to strangers, cooking etc?
- ☐ What is the level of knowledge when it comes to first aid?
- ☐ How well do siblings get on? How will tension be managed in the absence of a parent/carer?
- ☐ Are the children clear about rules and boundaries of what they can and can't do while they are alone without parent/carers? If they are looking after a younger sibling, do they have the confidence and authority to implement these rules consistently? What will they do if younger children misbehave?
- ☐ Has the parent/carer assessed the journey to/from school and assessed the journey for risks? Has the older sibling/carer been involved in this risk assessment?
- ☐ Is the older sibling/carer comfortable in how to deal with difficult situations on the journey home from school, such as stranger danger, the younger child perhaps running off or not following instructions putting them at risk?