



St Michael and St John's RC Primary School, a Voluntary Academy.

Drop off and Collection Policy

Following the example of Jesus, together we learn, love and respect one another to be the best we can be.

Written by Zoe Mabbott

Role – Headteacher and DSL

Date policy agreed – 1st September 2023

Date reviewed – August 2026

To be Reviewed – August 2027 or sooner as required.

At St Michael and St John's RC Primary School we believe that every child is created in the image and likeness of God and deserves to be treated with dignity, care and respect. These procedures help ensure that all children are kept safe before, during and after the school day.

Legal Framework

This policy should be read alongside:

- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children 2023
- Children Act 1989 and 2004
- Education Act 2002
- Health and Safety at Work Act 1974
- Statutory Framework for the Early Years Foundation Stage
- SSMJ Safeguarding and Child Protection Policy
- Attendance Policy

Key Principles

- Class Teachers / School Staff are responsible for the orderly dismissal of pupils from their classrooms
- Class Teachers / School Staff must be sure that pupils' leaving arrangements are **SAFE**.
- Class Teachers / School Staff will not allow children to leave with unknown persons, or other parents without prior knowledge of the arrangement.
- School children in Years **5 & 6** will only be allowed to walk home alone with written permission from parents and agreement from school.
- Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent on or before the day.
- Parents will drop off / collect children (or arrange for this to happen) punctually
- Parents will collect children after extra-curricular (or arrange for this to happen) punctually at 4:30pm.
- Late drop off / collection will be monitored by the School Office Staff
- Allowances will be made in extenuating circumstances.
- If parents contact the school to advise that they have been delayed due to unforeseen circumstances, they should make alternative collection arrangements wherever possible or book their child into Cool Kids After School Club. Children will remain safe and supervised until they are collected.

Responsibilities - School Drop off and Collection

School Staff

1. Teachers / Support Staff will supervise pupils on the premises from **8.45am**.
2. Teachers will dismiss their pupils from the main playground.
3. Years 5 & 6 will only be allowed to walk home alone with written permission from parents and agreement from school that it is appropriate and safe to do so.
4. In addition, teachers and senior leaders will carry out individual risk assessments where extra supervision is thought necessary, consulting the School Health and Safety Committee where appropriate.
5. If a child is not collected by **3.30pm** the School Office Staff will be notified and parents will be contacted. The expectation is that parents **collect at 3.30pm** unless there is an extenuating circumstance.
6. The above applies if children do an extra-curricular activity – the expectation is that they are collected promptly at **4.30pm** unless there is an extenuating circumstance. If the child/ren is/are not collected promptly, parents will be contacted by the leader of the club/teacher in charge.
7. All late collections will be monitored and logged and where applicable the late drop off and collection protocols will be implemented.
8. Regular late collection may result in school not allowing a child to attend a club.
9. Children will not be released from school with someone if they are showing signs of distress or anxiety.
10. Children will not be released if the teacher feels that the parent is not in a fit state to ensure their child's safety. This will be immediately reported to the Designated Safeguarding Lead in school.

Parents

1. Parents should ensure that pupils do not arrive at school before 8:45am; unless they are booked into Breakfast Club as staff are not on duty until 8.45am.
2. Children are not allowed on the playground unsupervised if they do arrive prior to this time Designated Safeguarding Leads will be alerted
3. Parents are not allowed to leave the children unsupervised on the playground in a morning. Pupils remain the responsibility of parents/carers until they are handed over to a member of staff at the start of the school day.
4. Parents must pick up their children at **3.30pm** promptly or promptly at **4.30pm** if their child attends and extracurricular activity.
5. Parents are expected to make it clear to the School, at the start of each term, the default arrangement for collection and travel home and to telephone or send in a signed note on occasions that this arrangement is changed.
6. Parents must inform school if their child is being collected by another parent or friend as school will not release children if they do not have prior consent from a parent / guardian.

7. Where staff reasonably believe that an adult collecting a child may be under the influence of alcohol, drugs or otherwise unable to ensure the child's safety, the child will not be released until advice has been sought from the Designated Safeguarding Lead. Appropriate safeguarding procedures will be followed.
8. When parents receive their children, it is their responsibility **to supervise their children** as they leave the school site. The school takes no responsibility for accidents incurred on the school equipment after handover.
9. Children are **not permitted** to play on the field or on any of the school grounds before or after school.
10. No balls are allowed on the playground before or after school.

Children

1. Children are expected to leave with the known adult promptly and sensibly.
2. Children should not use any of the school's play equipment after school. Children will be made aware through assemblies and safety lessons of the danger and will be expected to be under close supervision by their parents at all times.

Club Leaders - For Extra Curricular Activities

1. Club leaders have responsibility to ensure that all attending pupils are handed over to the agreed recognised responsible adult on the school staff after their session has finished.
2. In no circumstances will children be left alone to wait for their parents. If parents do not pick up **promptly at 4.30pm** then the children will be placed in the care of an adult and parents will be contacted.

Children travelling to and from school alone

Permission may be withdrawn by the school where concerns arise regarding a child's safety, maturity, behaviour or ability to travel independently.

The NSPCC advise the following:

- Children under 8 should not be outdoors for a considerable length of time unaccompanied
- Children under the age of about 12 should not be home alone for more than a very short period of time

The school is not responsible for the safety of children on their journey to and from school.

- If parents choose to let their Year 5 / 6 child travel to/from school independently, then they should assess the risks associated with the school route and their own child's confidence.
- Parents should work with their child to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness.
- The school requires written parental consent for their children in years 5 and 6 only to walk to and from school alone (see appendix 1).
- If a child should not arrive home at the expected time the parent/carer is expected to notify the school immediately.

Parents are encouraged to ensure that agreed arrangements are reviewed regularly and that children know what to do if they feel unsafe or are delayed.

Supervision on the school site

Parents should note that the school does not provide a member of staff to supervise children before the doors open at 8.45 a.m. (unless the children are part of the agreed breakfast club or attending booster classes) or after 3:30pm (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. If this happens the children will be placed in the care of a Designated Safeguarding Lead and parents will be contacted.

In these instances, if a problem or difficulty arises and is brought to the attention of the school, the school will intervene, e.g. if a child falls and hurts themselves the school will provide medical assistance.

It is the parent/carer's responsibility to ensure that their child is dropped off and collected by a responsible person.

- Children in KS1 will only be released to an adult or a sibling over the age of 16 with written consent.
- Children in KS2 may be released to a sibling (of secondary school age) with written consent from a parent.
- Children will not be allowed to leave school with any adult unknown to the school. Therefore, it is the parents'/carers' responsibility to notify the school if someone other than the usual person is collecting their child.
- Children will not be released to another parent without the school being informed.

The school reserves the right to refuse any collection arrangement if it is deemed unsuitable or unsafe.

Parental Responsibility

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.

Late collection procedure

Parents and carers share in the responsibility to work with school staff to ensure their children are safe and in the care of a responsible adult. Parents should notify the school immediately (by contacting the school office on 01200 422560 if it becomes apparent that the person collecting their child may be late. If the person collecting the child is going to be late whatever circumstance, the parent should book the child into Cool Kids after school club. This can be done at any time. Booking into the Club will give parents the flexibility to collect up until 5.30pm. If a child is not collected promptly from school or promptly after an extra-curricular activity finishing, the school will inform the Designated Safeguarding Leads.

If parents are late the following protocol will be implemented;

- Check for any information about changes to the normal collection routines.
- Attempt to contact the parents/carers on their home, work and mobile numbers.
- Telephone the emergency contacts that have been provided by the parent/carer.
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with the **Relevant Professionals e.g. Children's Social Care**.
- School will inform parent/carer of the possible arrangements that may be put into place for their child if they continue to collect their child late and an invitation to parents to meet with SLT/Head Teacher for a discussion about their circumstances.
- If a parent/carer wishes for their child to be collected by someone who does not have parental responsibility, whether this is a regular or pre-planned arrangement, the parent/carer must put this in writing or inform the school office.
- In the event of alternative arrangements being made in an emergency, the parent/carer must give verbal consent for an agreed person to take the child home. The school will text / phone the parent/carer to confirm that this arrangement was made at their request and with their consent.
- In the event of a child not being collected from school and the school being unable to contact any emergency contacts / receiving no notification from the parent/carer **within 45 minutes** of

the end of the school day, the school will follow its child protection procedures, i.e. the Police will be informed and a safeguarding referral will be made to Children's Services.

- The school will keep detailed, timed records of the action taken and calls made to contact the parents/carers and emergency contacts.
- **Under no circumstances** will school staff go to look for the parent/carer or take the child home with them.
- Once the situation has been resolved, parents/carers will be invited to meet with the Head teacher /DSL to discuss the steps they could take to avoid a recurrence of this situation, e.g. ensuring that the school has current contact details, including emergency contacts.

Early Collection of Pupils 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 and therefore has sufficient time to distribute any homework/notices.

At the time of early collection, parents/carers must report to the school office. Parents/carers are required to sign the child out with the time that the child is being collected. Office staff will notify teachers that the parent/carer has arrived to collect the pupil. Parents/carers are kindly requested to wait in the foyer area for their child to arrive from the class.

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. Parents are required to sign their child out of school. The office will ensure that the child is signed out of school when leaving the premises. 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 the child is signed back into school upon their return.

Monitoring and Review

The Headteacher and Designated Safeguarding Lead will monitor:

- Late collections.
- Collection and travel arrangement concerns.
- Pupils walking home independently.
- Safeguarding incidents linked to arrival and collection.
- Compliance with this policy.

This policy will be reviewed annually or sooner if legislation, guidance or local procedures change. A copy of this policy is available to all staff and parents and is published on the school website.



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APPENDIX 1

Request Form B - Walking to School Without an Adult – Years 5 and 6 Only

Person with parental responsibility to complete and return this reply slip to St. Michael and St John's

Roman Catholic Primary School. **PLEASE SIGN BOTH PARTS OF THE FORM.**

NB There must be a separate form completed for each child for whom there is a request.

Name of child:

Class: Date:

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- 1) I wish to request permission for my child to walk home from school without an accompanying adult on a regular basis.
- 2) I have taken reasonable precautions aimed at ensuring my child is safe including showing them the safest route, demonstrating the route to them and talking to them about road safety and stranger danger, not allowing them to walk home alone in the dark.
- 3) I understand that the school may refuse permission for my child to walk home unaccompanied by an adult if it is deemed that it is not safe to do so (we will speak to you directly if this is the case).
- 4) I understand that I have full responsibility for my child's safety if they walk home alone.
- 5) I understand that once my child leaves the school site unaccompanied, responsibility for their welfare passes from the school to me as parent/carer.

Signed:

(Please print name): Contact
Number (parent):

Address (where the child will be walking to):

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SCHOOL USE ONLY

The school has recorded that your child _____ Class _____ has
your permission to walk home from school without an accompanying adult following your
recent request dated _____.