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St Mary's C of E Primary School



Safe Drop Off & Collection Policy

Committee responsible	CWC
Approval required by	CWC committee
Statutory or Recommended	Recommended
Frequency of review	3 years
Date approved	June 2023
Date of next review	June 2026
Display on website	yes
Link with other policies	Safeguarding & Child Protection Travelling To and From School Independently Attendance
Signed by the Chair of Governors:	Jack Foster
Signed by the Headteacher:	Emmeline Lawlor

St Mary's Primary School, Church Lane, Chessington, KT9 2DH

<https://www.stmaryschessington.co.uk>

Statement of intent

St Mary's C of E Primary School & Nursery is committed to giving each child a warm and friendly welcome on arrival at school and ensuring the safety of all pupils when they leave 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 for all staff and parents to ensure the safeguarding and wellbeing of pupils.

The aim of this policy is to:

- Keep pupils safe.
- Ensure all staff members are aware of the correct procedures for the end of the school day.
- Make parents aware of the expectations regarding bringing and collecting children.
- Highlight the importance of parent-school communication.

St Mary's C of E Primary school prefers all children to be dropped off / collected every day by a responsible adult, over 16. Where this is not possible this policy references situations where:

- Parents/carers wish the child to walk to/from school independently
- Parents/carers wish to provide drop off/collection by an older sibling
- There are concerns about a parent/carer's ability to offer safe care
- Children are dropped off or collected late, not collected or wish to change the arrangements for collection at the end of the day

School day timings

School Starts	EYFS & KS1 KS2	8.45 AM 8.40-8.45 AM	Gates open at 8.30 AM
Lunch break	Reception & KS1 KS2	12 noon - 1.00pm 12.10- 1.10pm	
School ends	Reception & KS1 KS2	3.20pm	Gates open by 3.15pm Gates close at 3.30pm

All children remain the responsibility of the adult/carer whilst in the playground during drop off and collection times.

1. Safe Arrival at School

The playground gate will be opened at 8.30am. Children should be brought to school, and supervised in the playground before school starts, by an authorised adult. KS2 staff will be present on the playground from 8.40am and EYFS/KS1 staff will welcome children into class from 8.45am.

Parents/Carers of children Year 6 (and Year 5 in the Summer Term) may wish their child to travel to school alone, or with a friend. This is at the parents/carers discretion. However, should any individual incidents of poor behaviour arise, we may insist that they also are accompanied by a responsible adult until 8.40am.

Any child arriving after the playground gates have closed at 8.55am should come into school via the school office.

2. Safe collection procedure

- The school day finishes at 3.20pm and the playground gate will be opened at 3.15pm
- Children are to be collected at the end of the school day from their child's class teacher or the member of staff supervising the class at the time.
- Children will only be released to an authorised adult
- Children are not to be released from school with someone if they are showing signs of distress or anxiety.
- Children are not to 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.

3. Late collection procedure

The school procedures covering the collection of pupils at the end of school are to ensure children are safe and in the care of the parent or an authorised adult by 3.30pm. The school must have the full contact details of parents/carers and other adults (such as grandparents) authorised by the parent/carer to collect their child. It is the parent/carer's responsibility to ensure contact details are up to date and that they have sufficient authorised adults for a range of emergencies. St Mary's C of E Primary School does not expect any child to be collected late. If a parent/carer is delayed for any reason it is the parent/carer's responsibility to call an authorised adult to collect the child/children from school on their behalf.

- Parents will notify the school at the first possible opportunity if they believe they will be late to collect their child.
- When a child has not been collected by 3.30pm, the child is taken to the school office.
- A member of staff will make contact with the parents by telephone. If parents are unavailable, the emergency contact is called.
- When a child has not been collected by 3.45 pm, the child will join the after school club. The parent may be liable to pay the cost for this service.
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with the Educational Welfare Officer or Children's Social Care.

All staff members, including those in charge of after-school activities, will be 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.

If no contact has been made with the pupil's parents or emergency contacts, and no one has arrived to collect the child within half an hour of the end of the school day or end of a school club – the school's Child Protection and Safeguarding Policy will be followed and children's social care, and the police if appropriate, will be contacted.

4. Collecting a child on someone's behalf

Parents must have provided clear verbal or written permission to the class teacher for children to be released to an adult who is not the parents or carers of the child. This permission must be given with a description of the person collecting (if not already known to the school). Where possible, this person will be introduced to the class teacher in advance of the first collection.

- If any member of staff is unsure of the adult's identity, they may ask to see identification.
- If, after checking identification, there is any uncertainty about the person collecting, the member of staff should take the child to the school office and contact the parents by telephone to seek further guidance/advice and inform a member of the Senior Leadership Team.
- If the parents/carers are not contactable then the member of staff should refer to the procedures for children uncollected from school.
- Children in EYFS & KS1 will only be released from school to young people over the age of 16 years, including older siblings, when the teacher is satisfied that it is safe and reasonable to do so.

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

5. Drop off/ collection by an older teenage sibling

There is no minimum age set in law when a young person is allowed to remain in charge of another child, but it is an offence to leave a child alone if it places them at risk, and 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). Parents/carers are therefore responsible for anything that should go wrong in their absence. At St Mary's C of E Primary School our policy is that only children in KS2 may be collected by an older teenage sibling aged 13 or older. If parents wish older siblings to drop off / collect younger children they must complete a request form (found in the appendix of this policy and available from the school office).

If the school has any concern that older siblings are not competent to take younger siblings to and from school or there are concerns about any child's safety or welfare due to these arrangements, this will be raised with the parent (ideally in advance of collection) and if alternative arrangements are not made, a safeguarding referral will be made to Children's Services where necessary.

6. Children travelling to and from school independently

The most important factor to consider about suitability of a child walking to / from school alone is any risk to the child. There is no set legal age that children can walk to and from school independently or be left on their own, however, it is an offence to leave a child alone if it places them at risk and therefore schools have a continual obligation to take action if they believe this is the case.

At St Mary's C of E Primary School our policy is to allow children in Year 6 to travel to and from school independently provided parental consent has been given in writing and agreed by the headteacher. Children in Year 5 may be given permission to travel to and from school independently in the summer term provided that both the school and parents are satisfied that the child is able to travel safely. The school keeps a register of children who have permission to travel to and from school independently which is shared with the child's class teacher. Children must notify the class teacher when leaving school. The children will always be encouraged to walk home together in pairs.

If a child should not arrive home at the expected time the parent/carer is expected to notify the school immediately.

These permissions only apply to children leaving school at the end of the school day: any child leaving school early (e.g. for medical reasons) must be collected by a responsible adult.

Further information can be found in our [Travelling to and from school independently policy](#).

7. Early Collection Procedure

Whenever pupils need to be collected before their formal dismissal time, parents/carers must provide written notification prior to early collection, explaining why the child needs to leave school early.

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. 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.

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 office area for their child to arrive from the class.

8. 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.

9. Monitoring and review

Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and amended where necessary.

This policy will be reviewed regularly by the headteacher and DSL. The next scheduled review date for this policy is **June 2026**

Any changes made to this policy will be communicated to all staff and parents.

Drop off/ collection by an older sibling request form

If you require an older child (aged 13 or above) to collect younger siblings, then we ask you to fill in a consent form so that we have your written permission.

We do not allow pupils to collect other pupils without consent and we have maximised the number of children that can be collected by a sibling to two. Older siblings may only collect pupils from KS2. EYFS and KS1 pupils must be collected by an authorised adult.

If the school has any concern that older siblings are not competent to take younger siblings from school or there are concerns about any child's safety or welfare due to these arrangements, this request may be declined. In which case the parent/carer or another responsible adult will need to collect the child/ren.

I give permission for my child _____ Year group _____ to collect the following younger siblings from school at the end of the school day. I understand this does not extend to after school activities;

Name _____ Class _____

Name _____ Class _____

I understand that this is my own decision and that the school is not responsible for my children once they have been released.

I understand that children will not be released to an older sibling where there are any concerns that this may pose a risk to either the child and/or the older sibling.

I understand that permission may be withdrawn should the headteacher feel that the safety and welfare of a pupil is at risk at any point.

I understand that I am responsible for anything that may happen whilst my child is in the care of a sibling under the age of 16.

Print name _____ (Parent/carer)

Signed _____ (Parent/carer) Date _____

Agreed by _____ (Headteacher) Date _____