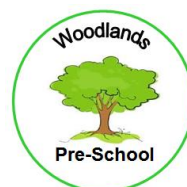


Binley Woods Primary School and Woodlands Pre-School



Drop off/Collection of Children from School Policy

Purpose: For parents, staff and governors

Developed by: **K Sharp in consultation with L Jones (Conkers Before and After School Care)**

Date: November 2022

Review Date: November 2025

Policy Review Log			
Scheduled Reviews		Interim Reviews	
Date		Date	Details of amendments

Drop off of children to School at the Start of the Day

For those children not attending before school provision, **children remain the responsibility of their parents/carers until the school doors open at 8.45am.** Doors to Conkers before school provision will be locked from 8.30. The two pedestrian gates will be opened at 8.30 and manned from 8.45 – 9.00. This is to reduce the security risk of children leaving the premises once they have been dropped off by parents. Staff will open the Key Stage 2 Front Door, the Key Stage 1 Front door and the Early Years Unit Door at 8.45am. Woodlands Pre-School children are admitted at 9.00am through the Early Years Unit Door.

Leaving School at the End of the Day

For those children not attending after school provision, children will be brought sent directly to parents / carers at the end of the day. We make every effort to dismiss children promptly and expect parents and carers to arrive promptly for collection time.

Reception and KS1 children will be dismissed at 3.20, Key Stage 2 children will be dismissed at 3.25.

We understand that parents or carers may occasionally experience an emergency that prevents them from collecting their child from school on time. In this case, we expect parents or carers to contact the school by phone to let us know and we will make arrangements to care for their child until they arrive.

Foundation Stage and Key Stage One Home Time

Children in Foundation (Reception) and Year 2 are collected from their classroom doors at the end of the school day (3.20pm). Year 1 children are collected from the Key Stage One Front Door (facing the playground). A member of staff will release each child to their parent or carer one at a time. Children will be kept with the member of staff until a parent arrives. Staff will wait in the classroom with the child for 5 minutes and after that will take the child to the entrance hall of the school for collection.

Staff will only release a child to their parent or other person authorised by the parent. If any change of arrangement is made during the day, it is the parent's responsibility to inform the school before home time. This saves embarrassment and difficulty for all concerned because school will not release a child without this authority. Parents will be called if another person arrives to collect a child without this authority being given to school.

Key Stage 2 Home Time

Children in Years 3, 4, 5 and 6 will leave school through the Key Stage 2 Front Door at the end of the school day (3.25). Teachers in Years 3 and 4 will wait by the door until all the children have left. Children are instructed to wait with a member of staff until they see the adult collecting them. After 5 minutes, the member of staff will take them to the entrance hall of the school for collection. Children in Years 5 and 6 are instructed to go to the entrance hall if the person collecting them is late.

Children in Years 5 and 6 are allowed to walk home independently with written consent (see section below on Independent Travel to and from School) and Appendix I).

Children attending Conkers before and after school provision, will be met in the school hall by a member of their staff. Parents / carers whose children attend Conkers needs to communicate directly with their staff if there is to be a change of home time arrangement as per Conker's policy.

Children in Year 6 are only allowed to ride their bikes to and from school if their parents have given consent on a 'Riding Bikes to and from School Consent Form' (Appendix II), obtained from the school office. Children in Year 5 may ask to ride their bikes with their parent's consent once they have completed the bike-ability course.

Uncollected Children

Procedure

If a parent or carer has not notified the school that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late:

- When a parent or carer arrives, they will be reminded that they must call the school to notify us if they have been delayed.
- It will also be explained, that the school only expects to make arrangements for the care of children in the case of an emergency because school staff are responsible for the children during the school opening hours but they have other commitments once their teaching day has finished.

Over 15 minutes late:

- Staff will try to contact the parents using the contact numbers held on our files.
- If there is no response, messages will be left requesting they contact school immediately.

Over 30 minutes late:

- If staff have been unable to contact parents or carers after 45 minutes, the Headteacher or Deputy Head will contact the integrated front door (previously known as MASH) for advice.
- The child will remain in the care of the Headteacher, Deputy or most senior member of staff on site until he or she is collected by the parents or carer, or until placed in the care of Children's Services.

After 6pm:

- If a child is still uncollected at this time they will be placed in the care of Children's Services. A further message will be left on the contact telephone number explaining who has taken responsibility for the child and a contact number.

Managing Persistent Home Time Lateness

The headteacher will record incidents of late collection and will discuss them with the child's parents or carers. Where lateness is a persistent problem, parents will be informed that if the situation does not improve, their child will be taken to the after-school care facility on the school site (Conkers) which is run within the school building.

Conkers charge an hourly rate according to their policy if they have to care for a child.

Conkers agree to share with parents on request their policy for uncollected children.

Conkers will have access to the school's emergency contact information and will contact parents. This is in line with GDPR requirements and will be covered by the privacy notices for both organisations.

Independent Travel to and from School

There is no set legal age that children can walk to and from school independently or be left on their own. It is an offence however to leave a child alone if it places them at risk, therefore the school have a continual obligation to alert relevant authorities if we believe this is the case. The NSPCC advice the following:

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

The school therefore permits children in Years 5 and 6 to walk home unaccompanied, **only** if the **school receives written consent from parents/carers (Appendix I)**. These children may **not** be responsible for the collection of any younger siblings.

If parents /carers choose to let their Year 5 or 6 child walk 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 children to build up their independence while walking to and from school, through route finding, safety skills and general awareness. The most important factor to consider about the suitability of a child walking to / from school alone is any risk to the child. School retains the right to refuse that a child can walk home independently if they believe it would pose a significant risk to themselves or to others or if school believes the child is not developmentally ready for the responsibility. This decision will always be discussed with parents. Ultimately the responsibility for a child's safety rests with the parent/carer.

Riding bikes to and from school is permitted with prior consent (see Appendix II) for Year 6 children ONLY and once completing bike-ability for Year 5 children. All the points detailed already in this section must be considered by the parent/carer when making this decision. Children must have good road sense and have been trained by their parents/carer to use their bike safely (including ensuring it is well maintained). School expects all children riding their bikes to school to wear a cycle helmet. School arranges bike-ability courses for KS2 children every year. Where we have reports of unsafe bicycle riding from other road users or pedestrians, the child's parent will be informed to enable them to address the issue, supported by school.

Children who attend before and after school care (Conkers) should be dropped off and collected in line with their policy. Children should not be unsupervised before drop off times / after collection times.

Drop off and Collection by Older Siblings

It is a parent's /carer's responsibility to ensure that their 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 the care and safety of their eldest child, even while that child is acting in a caring role for younger siblings.

The Royal Society for the Prevention of Accidents and the NSPCC recommend that no one under 16 years old be left to care for a younger child. **It is therefore best practice and the school's policy that Y1-Y5 children must be dropped off and collected by a responsible person aged 16 or over. No child in the Early Years Foundation Unit (Reception and Pre-School Children) may be collected by anyone under the age of 18 years old.**

If the school has any concerns about the person collecting a child, or there are concerns about any child's safety or welfare due to these arrangements, this will be raised with the parent (if possible before the collection) and if alternative arrangements are not made, a safeguarding referral will be made to Children's Services where necessary.

Safeguarding

If the school has any concerns about any person collecting a child, or there are concerns about any child's safety or welfare, advice will be sought from the integrated front door and a safeguarding referral will be made to Children's Services.

Extra-Curricular Activities

The same procedures for drop off and collections can be applied to extended school activities, where the activity is provided by the school or 'Conkers'. All children are dropped off and collected via the main front door. Any safeguarding concerns are made to one of the Designated Safeguarding Leads.

Where the activity is provided by an external organisation, it is the responsibility of that organisation to identify and respond to safeguarding concerns, including those arising from drop off and collection issues. The school will ensure that as part of the service level agreement, the organisation has confirmed that:

- Safeguarding children training has been undertaken by the staff.
- A child protection policy is in place.
- An appropriately trained designated member of staff is responsible for responding to safeguarding concerns.

Leaving School during the Day

The school office and class teacher should be informed in writing if a child needs to leave school during the day, for example for a medical appointment. No child is allowed out of school during the day for an appointment unless a known adult arrives to collect the child. If the person collecting the child is not the main care giver, and the school has not received notice of the appointment from the main care giver, the school office will telephone the main care giver for verbal consent.

Monitoring and Review

This Policy has been approved by the Governing Body and Conkers and will be reviewed annually and updated in the light of new guidance from either the DfE or LA.

Appendix I (Drop off and Collection form School Policy Sep 2022)
Consent form for Years 5 and 6 (Walking Home)



**Binley Woods Primary School and Woodlands
Pre-School**

Learning and Achieving Together

Headteacher: Mrs K Sharp

t: 024 7654 3754 e: admin2626@welearn365.com

Year 5 and Year 6 Parent/Carer Consent Form for Independent Walking to and from School

This form is to be completed and returned to school if parents/carers wish their Year 5 or Year 6 child to walk to and/or from school alone.

If school has not received this consent form from a child's parent, they will not be allowed to walk home and parents will be called to make arrangements for their collection.

The parent /carer understands and accepts responsibility for their child's safety and welfare having assessed risks on the route from school to home, as well as the child's confidence and ability to manage these risks should they occur.

Consent

Child's Name	Parent's Name	Parent's Signature	Date

Appendix II (Drop off and Collection form School Policy Sep 2022)

Consent form for Years 5 and 6 (Riding Bike Home)



Binley Woods Primary School and Woodlands Pre-School

Learning and Achieving Together

Headteacher: Mrs K Sharp

t: 024 7654 3754 e: admin2626@welearn365.com

Year 5 (Summer Term Only) and Year 6

Parent/Carer Consent Form for Riding Bike to and from School

This form is to be completed and returned to school if parents/carers wish their Year 5 child in the Summer Term or Year 6 child to ride their bike to and/or from school alone.

If school has not received this consent form from a child's parent, they will not be allowed to ride home and parents will be called to make arrangements for their collection.

The parent /carer understands and accepts responsibility for their child's safety and welfare having assessed risks on the route from school to home, as well as the child's confidence and ability to manage these risks should they occur.

The parent/carer has also ensured that their child's bike is roadworthy and that the child has high visibility markings on their coats and a cycle helmet.

The parent/carer accepts that it is the child's responsibility to lock up their bike and that the school does not accept responsibility for theft of bicycles left on the site.

Consent

Child's Name	Parent's Name	Parent's Signature	Date