

# **All Saints Catholic Primary School**



## **Arrangements for dropping off and collecting children Policy**

## Introduction

Governors and staff at All Saints Catholic Primary are committed to work with parents to ensure that children are safe on their journeys to school and after school.

We are NOT responsible for children's safety once they leave school but we do have a duty of care to work with parents and carers to ensure that our children are safe. It is an essential part of our safeguarding policies.

This policy document outlines the school's policies. If parents want to make arrangements outside these guidelines, they must write to the head teacher.

We hope that routines are clear. They are established for the safety of your children. We thank you in advance for your co-operation and support.

## Arriving or Leaving School

We always advise families to set up their own safety routines (designated route home, contact points, supervision at home etc.).

Children should be reminded of the dangers from the traffic and road safety.

Occasionally parents approach us regarding concerns about collections from other adults. This may be linked to safeguarding or personal family issues. It is essential that these concerns are communicated in writing directly to the head teacher. Children registered to attend Early Birds (Y6) are expected to arrive promptly at 8.00am. to ensure their safety, especially in the dark winter mornings, school will make immediate contact with home should they not arrive on time, unless there has been a communication from home.

All adults are reminded that our school is a non-smoking environment. Smoking just outside the school gates can be dangerous, especially when there is considerable congestion as children are dismissed from school, a lighted cigarette burns at up to 700<sup>oC</sup>. Also governors are keen that children are encouraged to make healthy choices and that adults give them a good example.

With the exception of guide dogs, no animals are allowed on school premises.

All adults and children are reminded that they cannot photograph or video on the school grounds without the consent of the head teacher.

## Morning Arrivals

Our school is situated on a busy road. Our traffic patrol officer Bill (Mr Greaves) will always assist with crossing in the morning between 8.25am and 9.15am and in the afternoon between 3.10pm and 3.35pm.

**Perimeter gates open at approximately 8am and classroom doors open at 8.45pm** (with the exception of Nursery which starts at 8.30am).

All children should enter school from the playground (*except Breakfast Club and Early Birds (Y6 Booster Group) who come to school early*).

### **Breakfast Club**

Breakfast club opens at 8.00am. Parents are asked to accompany their child(ren) into the main entrance and to sign them in at the office. Under no circumstances should a child be dropped off outside of school and left to make their own way in.

We ask that **all** children are supervised by parents until the **classroom doors open at 8.45am**. The only exception to this should be older children in KS2 who have parental permission to walk to school. This is to ensure your child's safety.

**Classroom doors and the pedestrian gate are closed at 8.55am**. Any children arriving **after 8.55am** will need to be buzzed through the pedestrian gate by the office staff and enter through the main entrance and will be registered as late to ensure that they are placed on the schools registers. The accompanying adult must ensure the child(ren) is/are registered by a member of the office staff. He/She will also need to sign the late book recording the reason for lateness.

For safety reasons children should never be just left outside to make their own way in.

**FOR SAFETY REASONS, CHILDREN ARE NOT ALLOWED TO RIDE BIKES OR SCOOTERS IN THE SCHOOL GROUNDS.** This also applies to older children/teenagers who come to collect younger siblings (relatives).

### **Departures**

Our **school day finishes at 3.15pm**. Perimeter gates will be opened at approximately 3pm. Parents are not normally allowed into the school building in the morning for obvious safeguarding reasons and because staff are busy with their class duties. Nobody wants unsupervised adults being allowed access to the school building. If you do need to speak to a member of staff or pass on a message, this is best done through the office.

Parents will be invited in to participate in class sessions on regular structured and well supervised occasions. At the moment, monthly Coffee Mornings are held on the last Friday of the month, immediately after whole school assembly to which parents are also warmly invited.

Bikes and scooters should be locked in the bike store by the main entrance. Children should dismount their bike/scooter on arrival.

**Foundation Stage, Early Years and Infants** are dismissed directly onto the playground from the classroom into the care of an adult by the class teacher or teaching assistant. This is done in an organised and careful manner to ensure that we hand your children over to the correct adult.

**Juniors** are dismissed directly from the classroom onto the playground into the care of an adult by the class teacher or teaching assistant.

**Older juniors** (e.g. Year 6) who have permission are allowed to leave unescorted. If children are to be collected by someone other than the parent/carer, this must be indicated to a member of staff before collection.

The best way to do this is by writing to us or leaving a message at the school office.

Staff will always act in the best interests of the child if they are unsure of an adult who turns up to collect.

In such instances, the adult will be asked to wait while the office staff make the necessary telephone call to speak to the child's parent.

**Only adults** – aged 16 years or over will be authorised to collect children. (This follows the National Society for the Protection against Cruelty to Children (NSPCC) guidelines. They recommend that no one under 16 should be left to care for a younger child.

### **After School Clubs**

Children who stay for after school clubs will be dismissed from the main office door into the care of collecting adult.

Permission slips need to be completed allowing children to walk home unaccompanied. In the unlikely event that an after school club is cancelled, school will always want to telephone or text parents/carers to advise of this. This applies equally to all children including those where parents are separated and/or travel further.

### **Late Collection**

It is important for children to be collected on time. Even a few minutes can seem like a long time for a young child who has seen everybody else go home.

Doors are closed a few minutes after the bell has gone. Parents arriving after the doors have closed need to come to the office to collect the children.

Children will be supervised by the teacher/teaching assistant in the classroom until an adult arrives.

Please ring school and tell us if you know your children are going to be late. Staff will keep a record of all late collections.

### **Children not collected from School**

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 will 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 a 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 stays at school in the care of TWO members of staff until the child is safely collected. At no time will a member of staff take the child home or leave them alone in the building.
- If no one can be contacted to collect the child and the premises are closing, or staff are no longer available to care for the child, we contact the First Response team at Social Care.
- A full written report of the incident will be recorded.

### **Contact Details**

It is vital that school is informed of any changes to telephone numbers, address or other contact details.

We must be able to make contact with those who have parental responsibility at any time during the school day while a child is in our care. This is crucial should your child become seriously ill or need to have emergency treatment because of an accident.

### **Managing parents/Carers under the Influence of Alcohol or Drugs**

In line with our Safeguarding and Child Protection Policy staff will immediately alert the head teacher or other responsible senior staff if they suspect that a

parent is under the influence of alcohol or drugs when attempting to collect children.

Children will **not** be allowed to leave with any adult who is suspected of being under the influence of alcohol or drugs. A call will be made by the safeguarding officer or head teacher for another appropriate adult to come to school. In the event that no such person is available the safeguarding head or another senior member of staff will refer to Social Care for advice and support. This is in line with the School's Safeguarding and Child Protection Policy and with that of the Local Authority.