

# Barnburgh Primary Academy



## DROP OFF & COLLECTION FROM SCHOOL POLICY

VERSION	AUTHOR	SUMMARY OF CHANGES	DATE PUBLISHED	DATE OF REVIEW
1.0	JP	New Policy	July 2024	Annually
2.0	JP	No revisions made	September 2025	Annually

## DEFINITIONS

For the purposes of this Policy and procedures a child, young person, pupil or student is referred to as a 'child' or a 'pupil' and they are normally under 18 years of age. Wherever the term 'parent' is used this includes any person with parental authority over the child concerned e.g. carers, legal guardians etc.

## INTRODUCTION

In order to safeguard our pupils at Barnburgh Primary Academy it is essential that we ensure all children arrive at and leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school. Sometimes there will be 'one-off' arrangements. For this reason, we have set out clear procedures which all staff and parents/carers must adhere to.

## GENERAL COLLECTION ARRANGEMENTS

Children are to be collected at the end of the school day from their child's class teacher or the teacher supervising the class at the time.

- Children will inform their teacher when their agreed adult has arrived.
- 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.
- In an emergency/ unplanned situation two members of staff may take a child home to their parent or legal guardian. In this case the Designated Safeguarding Lead will be informed first.
- Children should not ride bikes or scooters in the school grounds before or after school.

## LATE COLLECTION PROCEDURE

When a child has not been collected by home time, the child is taken to the school office.

A member of the admin team 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 15:15, the child is enrolled in Barney's after school club. The parent is 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.

## ADULTS WITHOUT PARENTAL RESPONSIBILITY COLLECTING YOUR CHILD

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 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.

## **CHILDREN LEAVING SCHOOL WITHOUT AN ADULT**

Only children in Years 5 and 6 are allowed to leave school independently to walk home provided parental consent has been given in writing. 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. In an extenuating circumstance or if an alternative method of transport (e.g. buses/ taxis) are required for children in Year 6 to travel home independently, then a request must be made in writing to the Headteacher. If approved a signed parental consent form will be kept on record. 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) or leaving school later than normal home time (e.g. PTFA event) must be collected by a responsible adult.

## **EARLY COLLECTION 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 office 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.

## **SUPERVISION IN THE SCHOOL GROUNDS**

Parents should note that the school does not provide a member of staff to supervise children before the doors open at 08:20 or after 15:00 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 Barney's and parents will be billed accordingly. However, 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. Children should not ride bikes or scooters in the school grounds before school.

## **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.