

# Bready Jubilee Primary School



## Child Drop off/ Collection Policy Spring 2016

To be reviewed Spring 2019

Unless there is a significant change in school practice or policy.

Signed \_\_\_\_\_ (Chair of Governors) Date \_\_\_\_\_

## **Rationale**

The need for the school to devise a child drop off/collection policy is to:

- Clearly outline the drop off/collection procedures to the school community.
- To devise an easy to follow signing in and out system within the school.
- To ensure that each child is safe when on the school grounds.

## **Aims**

- That no child is unaccounted for at any time.
- That each teacher is up to date on child drop off/collection procedures and arrangements.
- That the school community is aware of the appropriate drop off/collection procedures.

## **Guidelines**

- School opens to pupils who attend Breakfast Club in the assembly hall from 8:30am onwards. All children should enter school via the P1/ P2 entrance, located along the playground side.
- The school day commences at 9:15 am. We encourage all parents to ensure pupils are in their classroom by 9:10 am, ready to begin the day's lessons.
- School ends at 2.10pm for P1 & P2/ P3 and 3.10 pm for P3/ P4-P7 (depending on the day)
- After School Clubs begin at 2.10 pm, or 3.10 pm, depending on the age of the pupil/ day of club. Prior to each session, those pupils staying will be given a supervised snack in the assembly hall.
- P1-P3 pupils are organised into 2 groups for exiting the building at home time-those being collected by car/ walking and those travelling by bus. Those being collected are led to the paved area outside the main school entrance, where they should be met by the parent/ carer. Those travelling by bus are led to their assembly point for bus pick up. P4-P7 pupils walk with a teacher to the front entrance and proceed via the zebra crossing for collection, or walk directly to the buses. In the event of very poor weather, pupils will assemble within the main front entrance of school and be released to parents/ carers from here.
- If a child is late being collected, they will be taken to the office and parents / carers will be contacted. If this is found to be a regular occurrence, then school will issue a letter to the parent (Appendix 1). If no contact can be made with the parent and the child is not collected, then school will follow procedures for a child not collected from school-please see the section later headed 'Child Not Collected From School Policy'.

- Any children attending after-school activities must safely assemble in the designated area (front reception area of school). Parents/carers will collect their child from the main entrance at the end of the after school club session. The after-schools co-ordinator will release each child to the designated carer. If there is a delay in a child being collected, the after schools co-ordinator will inform the principal, or another member of the teaching staff in their absence.

### **Parental Responsibility**

- At the point of collection, the responsibility for the care of the child is passed to the parent/designated adult. With the volume of traffic flow at collection times, play/inappropriate behaviour in the school grounds is not allowed and we respectfully request that parents support the school with this policy.
- Parents/carers should ensure they provide an update of emergency contact numbers.
- Unless cleared with the school first, we will only hand over pupils to named adults or older siblings provided the adults or siblings are 14 years old or above for P3-P7 and 16 years old or above for P1-P2.

### **Success Criteria**

- Safeguarding all children in the school.
- Providing a well-organised and safe signing in and out procedure.
- Ensuring all staff have up to date information.
- Accounting for children and staff at all times.
- Encouraging children to take responsibility for their own safety and the safety of those around them.
- Working in partnership (school and parents/carers).

### **Roles and Responsibilities**

Child collections and drop offs place particular responsibility on various personnel within the school chain of command. However, we must all accept the role that we play and our responsibility to ensure:

- Positive school community communication.
- Co-operation between all parties to ensure the safety of children and staff.
- A responsibility of community members to adopt and apply this policy.

## **Child Not Collected from School Policy**

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 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 the 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 will stay at school in the care of 2 members of staff until the child is safely collected.
- If a parent/carer is late in collecting their child, they should go to the front porch area of the school to collect them. They should confirm with a member of staff that they are collecting the child before leaving the building.
- At no time will a member of staff take a child home without permission from the Principal or at no stage will they leave a child alone in the building.
- If no one can be contacted in relation to collecting the child, where the child attended a session which has finished at 4.30pm, or staff are no longer available to care for the child, we will contact the EA Western Region's Safeguarding Team at 5.00 pm.
- A full written report of the incident is recorded, and a letter sent to parents (Appendix 2).



**BREADY JUBILEE PRIMARY SCHOOL**

12 Cloughboy Road, Bready, Strabane, Co Tyrone BT82 ODN

Telephone/Fax No 028 71841319

[www.breadyjubileeps.com](http://www.breadyjubileeps.com)

Date:

Dear

As you are aware, \_\_\_\_\_[child] was collected late from school on \_\_\_\_\_[date]. I would like to remind you that, in order to keep your child/ren safe, the school is obliged to implement its Late Collection Procedure for children not collected on time.

If you are regularly late to collect your child, fail to collect your child after 30 minutes, or fail to make suitable alternative collection arrangements this may lead to school contacting Police and Children's Services.

Please do speak to either myself or your child's teacher if you are currently experiencing difficulties in collecting your child, or if you would like to discuss this further.

Yours sincerely,

Mr Guthrie

Principal



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Date:

Dear

\_\_\_\_\_ [Child's name] was not collected from school on  
\_\_\_\_\_ [day / date] and we were unable to contact you or the  
emergency contact(s).

In circumstances where children are not collected at the end of the school day or school activity, the school is obliged to work within local procedures for keeping children safe and this resulted in the school contacting Children's Services and Police.

I hope that the reasons for your child not being collected are not serious, but would ask you to contact the school as soon as possible to discuss the matter further.

Yours sincerely,

Mr Guthrie

Principal

| <b>LATE COLLECTION LOG</b>  |                    |
|---|--------------------|
| <b>FOR USE BY THE DESIGNATED/ DEPUTY DESIGNATED TEACHER FOR CHILD PROTECTION<br/>                     EVERY TIME A PARENT/ CARER IS MORE THAN 20 MINUTES LATE TO COLLECT A CHILD AT<br/>                     THE END OF THE SCHOOL DAY/ SESSION/ ACTIVITY</b> |                    |
| <small>This log should be held on the child's safeguarding file and audited for repeated patterns of late/ non collection.</small>  |                    |
| Date:   | Class:             |
| Name of child:  | Name of teacher:   |
| Reason given for late/ no collection:   |                    |
| External agencies contacted?<br>If so who?  | Arrangements made: |
| Follow up actions:  |                    |
| Signature:  |                    |
| Principal   |                    |
| Signature:  |                    |
| DTCP/DDTCP  |                    |

**Legislation**

Children's Act 2004

Children's Act 1989

Children and Young Person Act 1933

Education Act 2002

[www.thegrid.org.uk/info/welfare/child\\_protection/policy/legislation.shtml](http://www.thegrid.org.uk/info/welfare/child_protection/policy/legislation.shtml)

Occupier's Liability Acts 1957 and 1984

All available at <http://www.legislation.gov.uk/>

**Safeguarding Children and Safer Recruitment in Education, 2007**

[http://www.thegrid.org.uk/info/welfare/child\\_protection/policy/national.shtml](http://www.thegrid.org.uk/info/welfare/child_protection/policy/national.shtml)

**Working Together to Safeguard Children, DCSF 2010**

[http://www.thegrid.org.uk/info/welfare/child\\_protection/policy/national.shtml](http://www.thegrid.org.uk/info/welfare/child_protection/policy/national.shtml)

**NSPCC Home alone: your guide to keeping your child safe**

[http://www.nspcc.org.uk/inform/publications/home\\_alone\\_wda73922.html](http://www.nspcc.org.uk/inform/publications/home_alone_wda73922.html)

**NSPCC Out alone: your guide to keeping your child safe**

[http://www.nspcc.org.uk/inform/publications/outalone\\_wda65316.html](http://www.nspcc.org.uk/inform/publications/outalone_wda65316.html)

**Living Streets: Walk to School Campaign**

<http://www.walktoschool.org.uk/get-involved/parents/faqs/>

**Family Lives: Walk to School**

<http://familylives.org.uk/free-resources/multimedia/walking-school>

**NSPCC**

<http://www.nspcc.org.uk/>



