

HUNMANBY PRIMARY SCHOOL

Child Drop Off / Collection and Independent Travel Policy

Document Status			
Date of Next Review	February 2020	Responsibility	<i>Headteacher</i>
Success Criteria for review completion	Adopted by GB	Responsibility	<i>HT/GB</i>
Date of Policy Creation March 2018	Adapted school written model	Responsibility	<i>HT/GB</i>
Date of Policy Adoption by Governing Body 12 th March 2018		Signed..... Headteacher Signed..... Chair of Governors	
Method of Communication (e.g Website, Noticeboard, etc) Website / staffroom / Office			

Rationale

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

1. Clearly outline the drop off/collection procedures to the school community.
2. To devise an easy to follow signing in and out system within the school.
3. 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.
- 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.
- 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.

Parental Responsibility

- At the point of collection the responsibility for the care of the child is passed to the parent/designated adult. Dangerous 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 provide an update emergency contact numbers.

- Emergency closing: Parents/carers should note that the Headteacher might not be in a position to allow children into the school building/playground because of an unforeseen emergency. Parents should check text, the website/radio/correspondence for information of closures.
- If there is an emergency closure of the school during the school day, an adult will be expected to pick the child up from the school site as soon as possible. Arrangements can be made over the phone in emergency situations such as this, by letting the school know who will be collecting. A physical description and full name will be required.
- Unless cleared by 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 KS2 and 16 years old or above for Foundation Stage and KS1. (Appendix B)

We will not allow older brothers or sisters (aged 14+years) to drop off younger siblings in Foundation stage or Key stage 1 in the morning. Pupils in Year 4, 5 and 6 can walk to and from school unaccompanied by a trusted adult with written permission (see Appendix A)

Guidelines

- Children attending breakfast club should be brought to the school site by an adult. Breakfast club runs from 7.45am, children attending who are in Foundation and KS1 must be brought to the Hive by a parent/carer and signed in. They should not be brought in by an older sibling. Children in KS2 should be observed by parents walking into the Hive building and not left at the school gates.
- School gates are opened at 8:30am and are closed for school at 9.00am. The gates are opened again at 3.00pm to enable parents to enter the school. School responsibility commences from 8:45am where will be a member of staff on duty.
- All EYFS and KS1 children are welcomed into school by a member of staff situated at the door nearest their classroom at 8.45am, children should go straight into the school building via the appropriate door once they have come onto the school grounds. KS2 children will remain on the playground until 8.55am when a whistle will blow for them to line up.
- There will be a staff member in their year group area ready to take them into school.
- School ends at 11.55am for 2 Year olds, 11.45 or 3.10pm for Nursery, Reception at 3.10pm and KS1 and KS2 at 3.15pm.
- Foundation Stage, KS1 pupils and Year 3 pupils will remain in their classroom until they are released by staff to their parent or carer. The school should be informed by the parent of any changes to arrangements either by phone, in person or in a note to the teacher. The teacher should check to see if permission has been granted from the parent. However, if there are any concerns in releasing pupils, the school will get in touch with the child's parents to confirm the arrangements.
- Year 3 will be released to their parent or carer from the Year 3 entrance. Parents and carers will assemble in the playground or outside the entrance to Year 3 .
- Year 4, Year 5 and Year 6 children will be released from their classrooms at the end of the school day from the Upper KS2 entrance. Children should have clear instructions from parents/carers as to their collection or the arrangements for walking home by themselves. Parents must give permission by completing the form at the end of this policy. (**Appendix A**).
- The class teacher should be made aware by the parent/carer who will regularly collect their child if it is not the parent/carer.
- If the parent/carer needs another adult to collect their child unexpectedly they can call the school office and leave details.
- If any child who does not have written permission to walk home alone is not collected, they will be taken to office and parents / carers will be contacted. Please see the section on the next page headed *Child Not Collected From School Policy*.
- Any children attending extra-curricular activities or The Hive must assemble in the designated area for the start of that activity. At the end of the activity, Parents/carers will

collect their child from the designated pick up point (stated on the Club letter) at the end of the day/club session. The person responsible for the club will release each child to the designated carer. If there is a delay in a child being collected, they should return to the office and inform the office staff. Children should be collected by an adult, however, children in years 4, 5 and year 6 (whose parents have signed the permission form) can walk home if it is still light outside (at Headteacher's discretion).

Children attending The Hive will be collected from the hall by a member of The Hive staff at the end of the school day. The Hive's doors will be locked at 6pm and children are expected to be collected by 6pm. If a child/children are not collected, The Hive will follow the *Child Not Collected From School Policy* below.

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 school day, or following an after school club or session at The Hive, 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 a member of staff until the child is safely collected.
- If a parent/carer is late in collecting their child, they should go to the main office, to collect them.
- At no time will a member of staff take a child home without permission from the Headteacher or at no stage will they leave a child alone in the building.
- If no one can be contacted to collect the child after 6.00pm or staff are no longer available to care for the child, we will contact the NYCC Children's Social Care Emergency Duty Team.
- If a parent/carer does not collect within the timescales above and cannot be contacted a written report of the incident is recorded.

NB. Please note that the Office closes at 5.00pm and any parent needing to contact the Hive after this time, will need to ring this number : ..077... Booking will not be taken on this number.

Walking To and From Alone Policy

This policy is devised for the general health and safety of children.

Parents who wish their child to walk to and from school unescorted by an adult, at the beginning (8.45am) and end of the school day (3.15pm), must adhere to the following guidelines:

- Parents must have registered with the school that they are prepared for their children to walk directly to and from school.
- Children should be in Year 4, Year 5 or Year 6.
- It is the **parents' responsibility** to check the route that their children is appropriate for the journey. Crossing of fast roads, walking through secluded areas is to be discouraged. A single route should be agreed. Parents should be confident that their child has an awareness and understanding of the green cross code and stranger danger. It is parents' responsibility to ensure they are sufficiently happy that their child is capable of undertaking the proposed journey safely.

- During winter months and/or inclement weather, children must be dressed appropriately.
- Children should preferably walk in a group and not alone.
- We recommend that children should know their home phone number plus one other emergency contact.

We recommend that where children are walking home alone there should be someone at home to meet the child on their arrival.

- Any child must be capable of arriving school/home within 30 minutes of the start/end of the school day (3.45pm). Journeys over 30 minutes are not considered appropriate for children to walk at this stage.
- If any child does not arrive home within a reasonable timeframe, parents must immediately notify the school in order that appropriate action can be taken.
- If any child does not arrive at school/home within a reasonable timeframe and direct contact with the child has not been established by either school or parents, the school will instigate the missing person's procedure in conjunction with the relevant authorities.
- If the missing person procedure is initiated there must be a point of contact remaining at both the home and school location until further advised by the relevant authorities.
- If your child does arrive at school/home after the missing person procedure has been instigated, immediate notification to the relevant authorities/emergency services and school must be made. This is to enable the missing person procedure to be stood down.
- Once the missing person procedure is initiated, responsibility will pass to the relevant authority to further any enquiries. Both parents and the school will be guided by them in order that a successful outcome is achieved.

Preparing your child to make an independent journey

There are lots of ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently. Walking to school is a great opportunity to learn road safety skills. The best way to do this is to walk with your children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence to deal with traffic and finding their way on their own, in preparation for walking with friends or alone when they are older.

Teach your child to:

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Always cross where there are traffic lights; do not cross in the middle of the road. Alternatively cross in a place where you can see clearly in all directions.
- Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.
- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour). And if that person tries to convince him to go with the child or tries to physically get close, then the child should scream, "Help! This is not my dad!" or "Help! This is not my mum!" and run away. If they grab them, tell your child to kick, punch, and hit as hard as they can.

When deciding whether your child is ready for this responsibility you might want to consider the following:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they didn't want to do i.e. scream, shout, kick, fight?
7. Would they know what to do if they needed help?
8. Would they know who best to approach to get help?

If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own.

If you decide that your child is ready for this responsibility then you must inform the school by letter or by completing Appendix A. Your child will be prevented from walking home unless this permission has been given in writing.

If a parent is not present, your child will also be responsible for their behaviour whilst on the school premises either before or after school. No child is permitted to play ball games, ride scooters or bikes or play on playground equipment in school grounds before or after school.

Should their behaviour not be acceptable, you will be asked to accompany or collect them until they have proved they can be trusted again.

IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE, PLEASE ENSURE YOU LET US KNOW IN WRITING IMMEDIATELY.

Appendix A

CONFIRMATION THAT MY CHILD MAY WALK TO AND FROM SCHOOL HOME ALONE

Please complete and return to the School Office.

Note that this form is only applicable to children in Year 4, **Year 5 and Year 6**

I confirm that my child _____

in Year _____ at Hunmanby Primary School may walk home from school alone.

- I confirm that I have read and understood the school's Walking Home Alone Policy.
- I confirm that I agree that my child can walk home from extra-curricular clubs after school (this applies in the summer term only)

Signed: _____

Name: _____

Relationship to child: _____

Date: _____

Appendix B

PERMISSION FOR ANOTHER PERSON (OTHER THAN A PARENT)

TO PICK UP A CHILD AFTER SCHOOL

Dear Parent

From time to time you may find it necessary for someone else to pick up your child from school. In order to ensure the safety of all children in our care, we are unable to hand your child over to any adult other than you the parent, unless you have given us prior written permission or you have given verbal permission at the Office or the class teacher.

Please list below any adults that have your permission to pick up your child and when they are likely to do so (not specific dates). If they will be picking up on a regular basis on regular days, please specify. If they are permitted to pick up anytime, please state 'any day'.

Please note that we are unable to hand an EYFS child over to an older sibling here at Hunmanby Primary School. Pick up by siblings of 14 years or over will only be allowed by prior arrangement for KS2 children and over 16 years for EYFS and KS1 children. Any further unexpected pick up arrangements will be allowed as they occur, as long as we have your written permission or you have phoned the school to advise the reception desk before the end of the day.

Thank you.

I, (insert your name)
give permission

for my child in

..... Class to be collected after school by the following people.

Name of adult(s)

Relationship to Child

When, which days to pick up if known