



# **Drop off & Collection of Children Policy**

## **Goldfield Infants' & Nursery School**

<b>Next Review</b>	Spring 2025
<b>Duration</b>	2 year

## **Rationale**

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

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

## **Aims**

- To safeguard all children in the school.
- To ensure all staff have up to date information
- To ensure no child is unaccounted for at any time.
- To ensure each teacher is up to date with child drop off/collection procedures and arrangements.
- That the school community is aware of the appropriate drop off/collection procedures.
- To provide a well organised and safe signing in and out procedure.
- To encourage children to take responsibility for their own safety and the safety of those around them.
- To ensure effective partnership between school and parents/carers.

## **Roles and Responsibilities**

Child collections and drop offs place particular responsibility on those involved and we must all accept the role we play and our responsibility to ensure:

- Positive school community communication.
- Co-operation between all parties to safeguard all children and staff.

## **Guidelines**

- School gates are opened at 8:30am and are closed at 8.55am. The gates are opened again at 3.10pm to enable parents to enter the school. They are closed again at 3.30pm.
- Nursery, Reception and Year 1 children should wait with their parents by the gates to their classrooms until a member of staff welcomes them into the classroom. Year 2 Children are to wait on the KS1 playground until the classroom doors open at 8.45am.
- There will always be a member of staff on duty to welcome the children in. Messages for the child's teacher can be passed on at the classroom door or by contacting the school office.
- If parents require access to school in the mornings, they must access the school via the main entrance where the school office.
- School responsibility commences from 8:30am and 12.15pm for Nursery and 8.45 for Reception, Year 1 and Year 2 when the children should enter their classrooms. Children should not be left alone on the playground or the field.
- School ends at 3.15pm.
- All children 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, email to the school office or via a note to the teacher.

Only contacts that are listed on Arbor can collect their child. If there are any changes the school must be notified. If there are any concerns in releasing pupils, the school will get in touch with the child's parents to confirm the arrangements.

Everybody is expected to exit the school grounds promptly.

Children in Nursery – Year 2 should be collected from school by a responsible person. Children should have clear instructions from parents/carers as to their collection arrangements.

If a child is not collected they will be taken to the office and parents / carers will be contacted.

Any children attending extra-curricular activities must safely assemble in the designated classroom for that activity. Parents/carers will collect their child from the main entrance at the end of the club session and are not permitted to wait inside school for safeguarding reasons. 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.

For children attending After School Club children will be collected from the Buttercup Room

### **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 accurate and up to date 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 / email correspondence for information of closures.
- Parents/carers are asked to use Arbor to confirm regular collection arrangements.
- Parents/carers wishing to change collection arrangements on a particular day should email the school to confirm who shall be collecting their child(ren).
- Unless agreed by the Headteacher, staff will only hand over pupils to named adults or older siblings provided the adults or siblings are 16 years old or above.

### **Child 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 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 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. They should sign that the child has been picked up in the register provided.
- 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 6pm or staff are no longer available to care for the child, the school will contact the Duty Children's Safeguarding Team.
- If no one can be contacted to collect the child after a club in school which has finished at 6pm, then the Duty Children's Safeguarding Team will be contacted at 6.30pm.
- A full written report of the incident will be recorded.