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**Violet Way Academy**

# **Safe Drop off and Collection Policy**

## Document Control

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<b>Policy Owner</b>	Michelle Kee
<b>Policy Approver</b>	LGB (Local Governing Body) of Violet Way Academy

## Version Control

<b>Version</b>	<b>Date</b>	<b>Amended by</b>	<b>Comments</b>
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<b>Section</b>	<b>Changes Made</b>

## Introduction

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for drop off and collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. In the event that a child is not collected by an authorised person at the end of the school day the school puts into practice agreed procedures.

## Aim

The start and the end of the school day are busy times, and our aim is to ensure children are dropped off and dismissed carefully. At the end of the school day, we want children to be dismissed under supervision, collected on time and arrive home safely. The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children arriving at and leaving the school premises.

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so, if they are unavoidably delayed, they will be aware of procedures being followed.

## The Authorised Person

We would always suggest that children are collected by a responsible person over the age of 16 years old. However, we recognise that some parents are happy for older siblings (such as those that attend the local high school), to drop off or collect children. This is the choice and responsibility of the child's parents. The person parents authorise to collect their child, needs to be deemed responsible by them. As an infant school, it is not acceptable for children attending Violet Way to be responsible for any other child in school or in a primary school i.e. a Year 2 child could not walk home alone or collect another child at the school. An authorised person may be:

- Parent/Carer
- Family member (including siblings attending high school where authorised by parents)
- Childminder / Nursery walking bus
- Neighbour

## Information we hold in school

Parents/carers of children starting our school are asked to provide specific information which is kept in our data file in the office including:

- Home address and telephone and mobile phone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Names and telephone numbers of persons authorised by the parents/carers to collect their child from the school i.e. childminder, relative
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above, we ask that the school office is notified immediately.

When there is a change to the end of the day arrangements, we ask that parents inform the school office. Staff will not allow children to go with a person who has not been authorised to collect their child or someone that has come to collect who we were not informed about.

## **Safe Drop Off**

There are always staff on the gates in the morning to greet children. There are two sets of green gates. At least one member of staff will stand on each gate. There are also staff available to support taking children to class, for example where there may be some anxiety.

The school gates are open 8:45am-8:55am for dropping off.

Parents are responsible for ensuring that children are safely dropped off at school. Please ensure you do not leave the site until you have seen your child going through both green gates and around the corner or into their classroom. There is always a member of staff on the corner to ensure children enter their classrooms safely.

The staff on the gates can take messages, however, they may be requested to go to the school office.

If any parents have any concerns about dropping their child off at school, please speak to your child's class teacher.

We encourage children to walk, cycle or scoot to school. We do not currently have facilities for storing children's scooters or bikes on the school premises, so we ask that they are taken home with parents. Scooters and bikes should be pushed once on school site. Please do not allow children to ride on scooters, bikes or similar on the school site as there are a lot of people and toddlers around. Your child or others around them may get hurt.

## **Safe Collection**

School finishes the following times:

Reception – 3:00pm

Year 1 – 3:10pm

Year 2 - 3:15pm

The children are dismissed through the classroom exit doors by the class teacher into the hands of the authorised person. If, as a parent or carer of a child you make arrangements for your child to be collected by another person, it is important you inform the main office staff of these arrangements and ensure they are named in your child's records. If we do not receive consent directly from you then we will not hand over your child/children. If a Nursery or childminder collects, please ensure that we know what days they will be collecting.

Once a child has been handed over to a responsible person, they are no longer the responsibility of the school. We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely. Parents are asked to ensure that their child stays close by to them. There have been incidents in the past where children have been safely handed over to parents or carers, for the child to then become separated from the adults, causing great alarm to everyone.

We encourage children to walk, cycle or scoot to and from school. Scooters and bikes should be pushed once on school site. Please do not allow children to ride on scooters, bikes or similar on the school site as there are a lot of people and toddlers around. Your child or others around them may get hurt.

In school, we provide afterschool clubs on different days for different year groups. Further information is available from the school office. Parents should ensure that a named, responsible person has been identified within their child's record to collect at the end of the afterschool club session. If someone different is required to collect, parents and carers **MUST** inform the school prior to collection.

## **Our Pride Our Joy**

Our Pride Our Joy run a breakfast club from the school site daily from 7:30am and an afterschool club. Although they utilise our facilities, this service is run separately from the school and fees apply. Parents should ensure that the school is notified if their child will be attending the before and/or after school club and on which days.

## **When children are not collected and school is not contacted by parents**

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon as possible to notify us that you may be late. If we receive no such message, the following procedure would be followed;

1. The child should remain with their teacher until the person collecting arrives.
2. If the person collecting is late, the child will wait near the office while the staff try to contact parents.
3. If children are not collected at the end of the school day, we follow the following procedures:
  - Messages are checked to see if there are any changes to the end of day arrangements
  - Parents/ carers are contacted, using the contact numbers provided
  - If this is unsuccessful other contacts on the child's contact list are called
  - In the meantime, the child will wait at the main office entrance under adult supervision
4. If the child has not been collected after 45 minutes, and no contact has been made or arrangements agreed we will follow our Child Protection Procedures and contact the Local Safeguarding Team.
5. The safeguarding team will aim to locate the parent/carer or relative. If they are unable to do so, the child may be placed into the care of the Local Authority.
6. The school will deliver a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child.
7. A full report of the incident will be written and placed in the child's school file.

## **Following a Late Collection**

We appreciate that there are times when the late collection of children is unavoidable, however this late collection policy applies in all circumstances.

The school finishes at 3:00pm for Reception, 3:10pm for Year 1 and 3:15pm for Year 2 pupils. Some children may attend after school clubs organised by the school, for example, sports clubs. Parents

and carers need to ensure that a responsible person, named within the contact details we have for your child, collects on time at the end of the afterschool club. Parents/Carers who do not collect their child/children on time by the end of the school day or end of an afterschool club session, may be liable for additional payment.

If parents/carers are unable to collect their child/children on time, they must telephone the school office to let us know what the situation is and when their child is likely to be collected. However, charges may still incur. Any parent/carer that is late collecting their child will be informed that a charge may incur if this is repeated and the late collection will be recorded on their child's file. Should late collection happen a third time a charges letter will be issued and charges incurred (see Appendix).

### Appendix – Final Charges Letter

Late collection- third occasion

Final Charges letter

Your child .....

Was collected from school on ..... at .....

Your child has been collected late on two previous occasions. School finishes at 3:00pm for Reception, 3:10pm for Year 1 and 3:15pm for Year 2 and late collection is very disruptive for all staff concerned. Unfortunately, today we have had to issue you a "Late collection-final" letter.

Charges incurred at £10.00 per child.

Payment must be made to the school immediately and this has been added to your Parent Pay account.

Letter issued by .....

Date .....