



Roundwood Primary School

Child Drop Off, Collection and Independent Travel Policy

Name of Policy	Child Drop Off, Collection Policy and Independent Travel Policy
Date of last review	Spring 2023
Date of next review	Spring 2025
Member of Staff responsible	Headteacher

*Unless there is significant change in school practice or policy

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 8:15am and are closed at 8.45am. The gates are opened again at 2.45pm to enable parents to enter the school. They are closed again at 3.30pm.
- Whilst the school is not responsible for your child's journey to school, we ask that you inform the school if your Year 6 child (or Year 5 child in the summer term) is walking to school unaccompanied (see separate Independent Travel policy)
- Nursery and Reception children should wait with their parents by the gates to their classrooms under the canopies until a member of staff welcomes them into the classroom.
- The wooden gate to the side of the Foundation Stage garden is the point of entry for all KS1 and KS2 children. Children in these Key Stages should wait with their parent or carer on the KS1 playground until a member of staff opens the door and they should then walk independently into school.
- 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 via the member of staff on duty.
- If parents require access to school in the mornings, they must exit the playground and access the school via the main entrance.
- School responsibility commences from 8:30am when the children should enter their classrooms. Children should not be left alone on the playground.
- School ends at 3.00pm.
- Foundation Stage 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 via a note to the teacher. If there are any concerns in releasing pupils, the school will get in touch with the child's parents to confirm the arrangements.

- Lower KS2 (Year 3 and Year 4) and Upper KS2 (Year 5 and Year 6) children will be released to their parent or carer from the wooden gate adjacent to the KS1 playground. Parents and carers will assemble in the playground. The teacher will not release the child until visual contact is made with the parent.
- Everybody is expected to exit the school grounds promptly.
- Children in Nursery – Year 5 should be collected from school by a responsible person. Children should have clear instructions from parents/carers as to their collection arrangements.
- With parental permission, Year 6 children, and in the summer term Year 5 children, are permitted to walk home alone but only if the school has been notified ((see separate Independent Travel policy)
- If a child from either KS1 or KS2 is not collected they will be taken to the office/library and parents / carers will be contacted. *Please see the section on the next page headed Child Not Collected from School.*
- 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 provided by Jousters, Foundation Stage and KS1 pupils will be collected from classrooms by Jousters staff, KS2 pupils will make their own way to the After School Club.

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/ radio/ 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 14 years old or above for KS1 and KS2 pupils and 16 years old or above for Foundation Stage.

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 4.15pm 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 4.15pm, then the Duty Children's Safeguarding Team will be contacted at 4.45pm.
- A full written report of the incident will be recorded.

Walking Home Alone Policy

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

Parents who wish their child to walk home unescorted by an adult at the end of the school day must adhere to the separate Independent Travel policy.

Walking to School Alone

Whilst the school is not responsible for your child's journey to school, we ask that you inform the school using the Google form sent out in the Spring term/available via the school office if your Y6/Y5 (summer term) child is walking to school unaccompanied.

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.

- They should not use a mobile phone whilst walking along and do not listen to music whilst crossing roads as it is difficult to be attentive to traffic noises
- Always cross at an intersection where there are traffic lights; do not cross in the middle of the road. Alternatively, cross in a place where approaching traffic can be seen 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 a pedestrian, even if they can see the driver.
- Remember that it is hard to judge the speed of a car so caution should be taken.
- Never, ever, follow someone who is either a stranger or someone who 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).

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?
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 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 completing the online form that is available from the school office/sent out in the Spring term of Y5.

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 a child's behaviour not be acceptable, either on or off school premises, you will be asked to accompany or collect them until they have proved they can be trusted again. This is in line with the school's Behaviour Principles.