



## 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 2025
Date of next review	Spring 2026
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 for school at 8.35am. The gates are opened again at 2.45pm to enable parents to enter the school. They are closed again at 3.15pm.
- 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 so we can initiate the missing person's procedure in the event they do not arrive at school.
- 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.
- Unless in Y5/6 and walking independently to school, parents must accompany their children onto the school playground and have responsibility for ensuring that they safely enter through the wooden gate to the side of Foundation Stage.
- If a child is arriving late to school, they must be accompanied to the main office to be signed in.
- 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 8.25 and the gates are opened for them to 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. Parents must give permission by completing the Google form sent out by the school in Y5. However, the school may have concerns about a child walking home e.g. the distance the child would have to walk.
- 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 Policy.*
- 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 Joustlers, Foundation Stage and KS1 pupils will be collected from classrooms by Joustlers 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 confirm who is permitted to collect their child when they first set up a profile for their child on Arbor on joining the school. In the event there is a change to these arrangements, the school will be notified in writing.
- 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.(Appendix 2)

### **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 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.

For a child due to be collected at the end of the school day:

- When a child is not collected from the playground at the end of the school day, the child is taken to the school office.
- The school office will then try to make contact by phone with the parents or emergency contact.
- When a child has not been collected by 3.30pm, the child is enrolled within the after school club (Jousters). The parent is liable to pay the cost for this service.
- If no one can be contacted when Jousters finishes at 6pm, then the Duty Children's Services Team will be contacted

For a child due to be collected after a club operating in school (usually finishing at 4pm):

- When a child is not collected from a club, the organiser (either school or an external party) will try to make contact with the child's parents or emergency contact.
- When a child has not been collected by ten minutes after the end of the club, the child is enrolled within the after school club (Jousters). The parent is liable to pay the cost for this service.
- If no one can be contacted when Jousters finishes at 6pm, then the Duty Children's Services Team will be contacted.
  
- 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 following guidelines:

- Parents must have registered with the school that they are prepared for their children to walk directly home from school at the end of the day and completed the Google form sent out in Y5.
- Children should be in Year 6 or summer term in Year 5. Children younger than this are not permitted to walk home unaccompanied.
- It is the parents' responsibility to check the route that their children may walk home in order that they may make an assessment of the appropriateness of the journey. Crossing of fast roads, walking through secluded areas is to be discouraged. It is recommended that a single route is agreed.
- Parents must be certain 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.
- Preferably children should walk in a group and not alone.
- Children should know their home phone number (plus one other emergency contact). If you choose to provide your child with a mobile phone, this should be handed to their child's teacher at the start of each day.
- As it is the parents' responsibility to ensure the child arrives home safely, there should be someone at home to meet the child upon their arrival.
- Any child must be capable of arriving home within 30 minutes of the end of their school day. Journeys over 30 minutes are not considered appropriate for children to walk at this age.
- 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. It should be noted the office is only staffed until 3.45pm and therefore, after that time, the parent should contact the relevant authorities directly if the child has not arrived home by the agreed time.
- If any child does not arrive 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 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.

### **Walking to School Alone**

Whilst the school is not responsible for your child's journey to school, we ask that you inform the school if they are walking to school unaccompanied by using the Google form

sent out for children walking home independently. This is so we can initiate the missing persons procedures in the event they do not arrive at school.

### **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 email or by completing the Google form sent out in the Spring term of Y5. Your child will be prevented from walking home unless this permission has been given in writing.

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.**



**Roundwood Primary School**  
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HERTFORDSHIRE COUNTY COUNCIL

**Headteacher: Kate Hoof**

## Consent form for Collection by a person under the age of 16 to pick up a child after school

I, ..... (insert your name) give permission for my child  
..... in Class..... to be collected after school by a sibling  
under the age of 16.

Name of sibling	Relationship to Child	When, which days to pick up ..... if known	Age of sibling

Signed:

.....

Date: .....

I, Mrs Hoof, give permission for ..... in Class.....  
to be collected after school by .....