

# Stanford Junior and Infant School



## **CHILD DROP OFF/COLLECTION AND INDEPENDENT TRAVEL POLICY**

**2017-2020**

*“Living Together, Learning Together”*

Prepared and reviewed by Senior Leadership Team: September 2017  
Adopted at Full Governors Meeting:  
Date of next Review: September 2020 unless required earlier

## **CHILD DROP OFF/COLLECTION AND INDEPENDENT TRAVEL POLICY**

### **1. Rationale**

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

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

### **2. Aims**

To ensure:

- 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.

### **3. Drop off Guidelines**

- School gates are opened at 8:45am and are closed for school following registration bell at 8.55am. The gates are opened again at 3.10pm to enable parents to enter the school.
- Reception children should use the gate entrance by the Foundation Stage outdoor area via the KS1 playground. Children should be seen in by parents / designated adult, however it is not necessary for children to be brought into the building by parents / designated adults.
- Year 1 & 2 children should use the KS1 entrance.
- All KS2 children enter via the hall entrance.
- School supervision commences from 8:45am and a staff rota is in place. The children enter the playground where members of staff will be supervising before the children enter the school building.

### **4. Collection Guidelines**

- School ends at 3.15pm
- Foundation Stage pupils will be handed over to parents or a designated adult from the Foundation Stage outdoor area gate.
- KS1 pupils will lead to the KS1 playground to be released by staff one at a time to their parents or a designated adult. 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. If there are any concerns in releasing pupils, the school will get in touch with the child's parents to confirm the arrangements.
- KS2 pupils will be released by their class teacher from the hall doors to their parents / carers. Teachers will wait at the hall doors to ensure that no children are left.
- Each day a designated member of staff is timetabled to further supervise the KS1 and KS2 playground at the end of the day to ensure no children are unsupervised.
- If a child from Reception, KS1 or KS2 is not collected they will be taken to office and parents / carers will be contacted. Procedures from the **Child Not Collected From School Policy** will be followed in this instance.
- Children walking home alone should have clear instructions from parents/carers as to the arrangements for this. Parents must give permission by completing the form at the end of this policy. However, the school may have concerns about a child walking home e.g. the distance the child would have to walk or the ability for a child to walk home safely without supervision. If this is the case the school will liaise with parents / carers as necessary to find a suitable solution.
- Children in Foundation Stage and Key Stage 1 will not be allowed to travel home independently and will have to be collected by an appropriate adult. We 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 children and **16 years old or above** for Foundation Stage children unless alternative arrangements have been agreed by Senior Leaders and parents/carers in advance.
- Children in KS2 are allowed to travel home independently on completion of the form at the end of this document. It is *recommended* that only children in Year 5 or 6 are allowed to travel to and from home unsupervised, and only when both parents and school are satisfied that they can do so safely.

- Everybody is expected to exit the school grounds promptly.
- Any children attending extra-curricular activities (after-school) will be collected from their classroom by a member of staff shortly before the club begins and be escorted to safely assemble in the designated area for that activity, usually the school library. Any absent children will be notified to the school office as soon as possible following the completion of a register at the start of the session. The office will follow procedures to ensure the pupil is accounted for. (See Attendance Policy and Lost Child Policy)
- Parents/carers may collect their child from the main hall entrance at the end of the extra-curricular club session. The person responsible for the club will release each child to the designated adult, to walk home independently or go straight to the main Afterschool Club following an agreed register as per the wishes of the parents. Permission slips for each club contain information relating to collection of a child so the person / company delivering the session is fully aware of arrangements. If there is a delay in a child being collected, the child should be returned to the office and the staff informed who will then follow procedures from the **Child Not Collected From School Policy**.

## 5. 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. This includes riding bikes or scooters on the school playground or using the outdoor play equipment.
- Parents/carers should provide at least 2 emergency contact numbers, preferably more.
- Emergency closing: Parents/carers should note that the Head Teacher might not be in a position to allow children into the school building/playground because of an unforeseen emergency. Parents should check text/website/radio/correspondence for information of closures.
- Parent/carers will keep the school informed of any changes to usual collection procedures as they arise.

## 6. Outcomes

- 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.
- Accounting for children and staff at all times.
- Encouraging children to take responsibility for their own safety and the safety of those around them.
- Working in partnership (school and parents/carers).

## 7. 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 all 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.
- A responsibility to ensure education for all pupils relating to safety.

## 8. 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 entrance. The time will be recorded in the signing-out book.
- At no time will a member of staff take a child home without permission from the Head Teacher and they must take another member of staff with them, or at no stage will they leave a child alone in the building.
- If no one can be contacted to collect the child or staff are no longer available to care for the child, we contact the Children's Safeguarding Team.
- If no one can be contacted to collect the child after a club in school which has finished then the Children's Safeguarding Team will be contacted.
- A full written report of the incident is recorded on CPOMS, the school's system for recording safeguarding incidents.
- See the 'Child Not Collected from School Policy' for full details.

### **9. Preparing a child to make an independent journey**

There are lots of ways parents can prepare their 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 children to school 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.

Children should be taught to/about:

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Always cross at the intersection 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.
- Keeping themselves safe within the community eg PCSO led assemblies on 'Stranger Danger'

### **10. Parental considerations for independent journeys**

When deciding whether a child is ready for this responsibility parents may want to consider the following:

1. Do you trust them to walk/bike/scoot straight home?
2. Do you trust them to behave sensibly?
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/travel on their own.**

If you decide that your child is ready for this responsibility then you must inform the school by completing the slip below. (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 may be asked to accompany or collect them.**

**IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE, PLEASE ENSURE YOU LET SENIOR LEADERS AT SCHOOL KNOW IMMEDIATELY**

**Signed By**



**Chair of Governors:**

**Date:** 28<sup>th</sup> September 2017



**Headteacher:**

**Date:** 28<sup>th</sup> September 2017

**Appendix A**

**END OF THE SCHOOL DAY TRAVELLING HOME ARRANGEMENTS**

Dear Parent / Carer,

Please use this form to express your permission as to how your child is to travel home from school at the end of the school day. If you have more than one child in school a form should be completed for each. This form includes information relating to consent to cycle or scoot to school also.

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/carer, unless you have given us prior written or verbal permission.

Please list below any adults that have your permission to pick up your child. If they will be picking up on a regular basis or particular days, please specify. If they are permitted to pick up anytime, please state 'any day'.

Please note that we are unable to hand a Foundation Stage child over to an older sibling unless they are **16 years old or above**. We recommend that KS1 children and KS2 children may be picked up by older siblings who are aged **14 and over**.

Any further unexpected pick up arrangements will be allowed as they occur, as long as the school has your written or verbal permission before the end of the day.

In addition if pupils are using their bike or scooter to travel to school, they must:-

Travel to and from school safely

Wear a safety helmet for biking

Get off their bike at the school gate

Leave the bike/scooter in a secure manner and are solely the responsibility of the child

Thank you.

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**To be returned please.**

**END OF THE SCHOOL DAY TRAVELLING HOME ARRANGEMENTS**

Name of Child: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

My child will be –

Collected by parent / carer

Walking home themselves

(recommended Year 5/6 only)

Bike /Scoot



I am happy that my child is confident to ride their bike/scooter to school in the correct manner as outlined below. I understand that it is the responsibility of my child to keep their bike/scooter safe.

In the event of parental absence I give permission for my child to be collected after school by the following people:

Name of person: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name of person: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name of person: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name of person: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Signature: \_\_\_\_\_