



St John's Catholic Primary School

Drop Off / Collection of Children Policy

'I have come that you may have life and have it to the full'

(John 10:10)

Supervision on the School Grounds

Children must be supervised on their playground by an adult every morning until the doors open at 8.35am. All children are supervised when in the playgrounds by teachers and teaching assistants during morning break and by the mid-day supervisors at lunchtime. At no time are the children left unsupervised outside. School playgrounds are fenced, segregating the children from the school car parks and main entrance. **Children remain the responsibility of their parents until the doors open at 8.35am. Children from YR - Y5 should not be left unaccompanied before this time.**

Leaving School at the End of the Day

At the end of the school day all children leave by the appropriate door. Children in YR - Y1 will be collected directly from their classes. Y2 - Y6 children will be released to their parents or known adult in their playground. Due to the current building works classes 1C and 1D are also collected from a known exit. Parents are asked to collect their children from inside the school gate as there is a busy road outside the main entrance. All children know that, if the adult who should be collecting them has not arrived, they are to stay with their teacher. If after 10 minutes, no one has arrived the teacher will take the child to the office and the person on late duty will telephone to see what the delay might be. The child stays in school until an adult arrives. No child is allowed to leave unaccompanied by a responsible adult. If no contact has been established with the parent/carer after 1 hour after the usual collection time, the school will follow their child protection procedures, i.e. a safeguarding referral to Children's Services will be made.

The school expects that parents are punctual when dropping off and collecting their children to and from school. The school staff are responsible for the

children during school opening hours, but they have other commitments once their teaching day has finished.

Independent Travel to/from School Agreement

There is no set legal age that children can walk to and from school independently or be left on their own. It is an offence, however, to leave a child alone if it places them at risk and therefore the school has a continual obligation to alert relevant authorities if we believe this is the case. The NSPCC advise the following:

- Children under 8 should not be outdoors for a considerable length of time unaccompanied.
- Children under the age of 12 should not be home alone for more than a very short period of time.

The school therefore permits Y6 children to walk home unaccompanied, only if the school receives written consent from parents. These children may not be responsible for the collection of any younger siblings.

If parents choose to let their Y6 child travel to/from school independently, then they should assess the risks associated with the school route and their own child's confidence. Parents should work with their children to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness. The most important factor to consider about the suitability of a child walking to/from school alone is any risk to the child. Good practice would be to have a discussion between the school and the parent, and to identify alternative options if necessary, e.g. another parent taking the child home. Ultimately the responsibility for a child's safety rests with the parent.

Drop Off and Collection by Older Siblings

It is the parent's responsibility to ensure that the child is dropped off and collected by a responsible person. There is no minimum age set in law when a young person is allowed to remain in charge of another child, however it is an offence to leave a child alone if it places them at risk. This can include in the care of an older sibling if the level of supervision is 'likely to cause unnecessary suffering or injury to health' (Children and Young Persons Act 1933). Therefore parents/carers must understand and be prepared to take responsibility for the care and safety of their eldest child, even while that child is acting in a caring role for younger siblings.

The Royal Society for the Prevention of Accidents and the NSPCC recommend that no one under 16 should be left to care for a younger child.

It is therefore best practice and the school's policy that Y1 - Y5 children must be dropped off and collected by a responsible person aged 14 or over. No child in the Early Years Foundation Stage (Nursery and Reception) may be collected by anyone younger than 18.

If the school has any concerns about the person collecting a child, or there are concerns about any child's safety or welfare due to these arrangements; this must be raised with the parent (ideally in advance of the collection) and if alternative arrangements are not made, a safeguarding referral will be made to Children's Services where necessary.

Extra Curricular Activities

The same procedures for drop off and collection can be applied to extended school activities, where the activity is provided by the school. Children in Y6 must be collected by an adult if attending an evening activity. Any safeguarding concerns are reported to the Deputy Head Teacher, who will decide on the appropriate response.

Where the activity is provided by an external organisation, it is the responsibility of that organisation to identify and respond to safeguarding concerns, including those arising from drop off and collection issues. The school governing body should ensure that as part of the service level agreement, the organisation has confirmed that:

- Level one safeguarding children training has been completed by staff.
- A child protection policy is in place.
- An appropriately trained designated member of staff is responsible for responding to safeguarding concerns.

Leaving School during the Day

The school office and class teacher should be informed if a child needs to leave school during the day, for example for a medical appointment. No child is allowed out of school during the day for an appointment unless a known adult arrives to collect him or her. Parents need to report to the School Office and sign the 'taken out of school register' if they need to collect their child.

The person responsible for this Policy is Paula Cooneyhan

Date of review: March 2018

Date of next review: February 2019