

SCAWSBY SALTERSGATE INFANT SCHOOL



DROP OFF AND COLLECTIONS POLICY

Policy Approved by Governors	Oct 2023
Review Date	Oct 2024

To provide the children with a variety of challenging and enriching opportunities, enabling them to live life to the full.

KEY PRINCIPLES

- Class Teachers are responsible for the orderly dismissal of pupils from their classrooms.
- Class Teachers must be sure that pupils' leaving arrangements are SAFE.
- Class Teachers will not allow children to leave with unknown persons, or other parents without prior knowledge of the arrangement. A password system may be used in for such a circumstance.
- Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent on or before the day.
- Parents will drop off / collect children (or arrange for this to happen) punctually (*see Late Collections Policy* in conjunction with this policy)

RESPONSIBILITIES

TEACHERS

1. Teachers will welcome pupils on the premises at their designated drop off time. They will open classroom doors and children will be allowed into school at this time.
2. Teachers will dismiss their pupils from their classrooms (or club leaders for extra-curricular activities from the hall), into the charge of a recognised parent, carer or responsible adult who is accompanying the child to their home.
3. Teaching Assistants (TAs) may assist with the safe handover of children to parents or appropriate adult.
4. If a child is not collected promptly, the Late Collections Policy will followed. (Please refer to the Late Collections Policy for more information.)

OFFICE STAFF

All pupils coming into school via the front entrance will be signed in / out by the accompanying adult.

PARENTS

1. Parents should ensure that pupils do not arrive at school before their designated time; unless they are booked into our childcare providers, Dragonflies, or some other prior organized appointment.

2. Parents are not allowed to leave the children unsupervised on the playground in a morning. The children remain the responsibility of the parents or accompanying adult until a handover takes place at the classroom door.
3. Parents must pick up their children promptly at their designated collection time or promptly if their child attends an extra-curricular activity.
4. Parents are expected to make it clear to the school, at the start of each term, the default arrangement for collection and travel home and to telephone or send in a signed note on occasions that this arrangement is changed.
5. Parents must inform school if their child is being collected by another parent or friend as school will not release children if they do not have prior consent from a parent / guardian. Parents may be asked to provide a password to ensure the correct person is collecting. It is the parent's responsibility to provide the collecting adult this password.
6. Where there are any doubts, teachers will hold the child in school and inform the Senior Leadership Team who will take responsibility for the child and seek clarification by telephone. Parents or collecting adults should not be offended if this action occurs, it is simply to ensure your child's safety and well-being.
7. When parents receive their children it is their responsibility to supervise their children as they leave the school site. The school takes no responsibility for accidents incurred on the school equipment after handover.
8. Children are not permitted to play on the 'Trim Trail' or on any of the school grounds before or after school.
9. No balls are allowed on the playground before or after school.

CHILDREN

1. Children are expected to leave with the known adult promptly and sensibly.
2. Children should not use any of the school's play equipment after school. Children will be made aware through assemblies and safety lessons of the danger and will be expected to be under close supervision by their parents at all times.

CLUB LEADERS – FOR EXTRA CURRICULAR ACTIVITIES

1. Club leaders have responsibility to ensure that all attending pupils are handed over to the agreed, recognized, responsible adult after their session has finished.
2. In no circumstances will children be left alone to wait for their parents. If parents do not pick up promptly at their designated collection time, parents will be contacted to seek their location. If no contact is made, children will be kept safe until collection but there may be a childcare cost incurred (*see Late Collections Policy*).

SUPERVISION ON SCHOOL SITE

Parents should note that the school does not provide a member of staff to supervise children before the doors open or at the designated collection time unless children are attending an after school club organised by the school), and therefore the welfare of children until/after that time is the responsibility of parents.

DROP OFF AND COLLECTION BY OLDER SIBLINGS OR OTHER ADULTS

It is the parent/carer's responsibility to ensure that their child is dropped off and collected by a responsible person.

- Children will only be released to an adult or a sibling over the age of 16 with written OR verbal consent. If staff are unsure of the collecting sibling age, a presumption will be made that the child is under 16 and therefore will not be released from school.
- Children will not be allowed to leave school with any adult unknown to the school. Therefore, it is the parents'/carers' responsibility to notify the school if someone other than the usual person is collecting their child.
- Children will not be released to another parent without the school being informed.

EARLY COLLECTION OF PUPILS PROCEDURE

Whenever pupils need to be collected before their formal dismissal time, parents/carers must provide prior notification by writing or by telephoning the school. This is to ensure that the class teacher is notified and therefore has sufficient time to distribute any written communication. At the time of early collection, parents/carers must report to the school office. Parents/carers are required to sign the child out with the time that the child is being collected. Office staff will notify teachers that the parent/carer has arrived to collect the pupil. Parents/carers are kindly requested to wait in the reception area for their child to arrive from the class. The School recognises that at times, pupils will need to attend appointments (including medical appointments) during the school day. In such cases, parents/carers are welcome to collect their child for the appointment and then return them to school during the school day. Parents are required to sign their child out of school. The office will ensure that the child is signed out of school when leaving the premises. When parents return their child to school, they must report the child's return to the school office so that the school is aware that the child has returned and is back on the school premises. The office will ensure the child is signed back into school upon their return.

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.

- When activities finish, parents should collect promptly at the designated collection time.
- If children are not collected promptly, the steps outlined in the *Late Collection Policy* will take place.
- All other procedures as stated for the normal collection time apply.
- Any safeguarding concerns will be reported to the Designated Safeguarding Lead or Deputies, who will decide on the appropriate response.