

Manland Primary School

**Drop off and collection of children,
including children travelling
to/from school alone**



Last Review by School	March 2025
Next Review by School	March 2028

Policy aim:

- To ensure the safe drop off and collection of all children to/from the school
- To ensure the safety and well-being of children
- To enable staff to attend training, meetings and carry out professional duties
- To make parents/carers aware of the expectations regarding drop off and collecting children.

Legal framework

This policy has due regard to statutory legislation and guidance including, but not limited to:

- Section 175 of the Education Act 2002
- DfE (2023) Keeping Children Safe in Education
- DfE (2024) Statutory Framework for the early years foundation stage
- DfE (2023) Understanding and dealing with issues relating to parental responsibility

This policy will be used in conjunction with the following school policies:

- Safeguarding policy
- Child Protection policy

1) Drop off procedures

- The school gates are open for school drop off from 8.40 – 8.50am.
- All children should be in their class, ready to start learning, at 8.50am.
- Children who are not in class by 8.50am will receive a late mark 'L.'
- To safeguard the site, the school gates lock at 8.50am, at which point, parents/carers should be off site.

Late drop off at the start of a school day

Children arriving after 8.50am are required to come to the school office to register and select their lunch option. The reason for lateness will be recorded by the school office.

At 9.00am, the registers will close. Children who arrive after this time will receive a mark that shows them to be on site, 'U,' but this will not count as a present mark and it will mean they have an authorised absence.

2) Collection procedures

- Parents/Carers will collect children at 3.20pm.
- **The school will not release a pupil into the care of another adult who does not have parental responsibility, or named emergency contact, without the consent of a parent.** If a parent/carer with parental responsibility would like their child to go home with a different adult (one without parent responsibility or an adult not named as an emergency contact), the parent/carer must provide the school with permission by contacting the school office.
- Staff members will not release a pupil if it is felt that the parents/carers are not in fit state to ensure the pupil's safety or if the pupil shows signs of distress or anxiety.

- Staff members who are unsure of an adult's identity will ask to see identification.

Late collection at the end of the school day

It is the responsibility of parents/carers to collect their child(ren) on time at the end of each school day. The school have at least 2 emergency contacts on file for all pupils. The emergency contacts will be contacted in the event of a child not being picked up.

We will operate to the following system from the end of the school day:

- Staff and children will remain on the playground or in the EYFS classroom until 3.30pm
- At 3.30pm children will be taken to the office for collection

From 3.30pm the late collection policy applies. The admin team will:

- Check whether a phone call or note has been received.
- If a parent/carer has not made contact or arrived by 3.30pm, a member of school staff will make every effort to contact the parent/carer.
- If the parent/carer cannot be reached, the emergency contacts provided will then be called. Contact numbers are kept in the office and on the School's Management Information System (MIS), SIMs.
- If the emergency contacts are unavailable, a DSL will be consulted.
- A record will be kept of all instances when a child has not be collected on time. If senior staff are concerned, they will arrange to meet with the parent/carer.
- Concerns regarding a pupil's safety and welfare associated with late collection will be dealt with in accordance with the school's Child Protection policy.
- The school will keep a record of incidents where parents are late with no reasonable explanation using CPOMS, the schools safeguarding recording software.

After School Clubs

Children attending after school clubs must be collected by the agreed time stated on the termly clubs list. If a child has not been picked up at the end of a club, the person running the club is responsible for contacting the child's contact list. After school clubs at Manland run by external providers may have different procedures for late pickups. It is their responsibility to follow their policy. If the child has not been collected by 5pm, the Club Leader should make contact with the Headteacher.

Procedure if a child remains uncollected

In the case of a pupil not being collected and no contact being made by the parents/carers with the school or the school being unable to make contact with one of the emergency contacts at the end of the day/end of the club/activity, a DSL may ring Hertfordshire Children Services team to discuss the situation and ask for advice. This will allow the Children Services Team to begin to plan for the possibility that they may need to make arrangements for the alternative care of the child.

Change of Collecting Adult

Every year, parents/carers complete an OV7C form, providing up to 4 emergency contacts for each pupil. These emergency contact also have permission to pick up the child at the end of the day.

Parents/carers are reminded that any changes to normal collection arrangements (e.g. child going on a playdate, being collected by another parent) should always be shared with the school office.

If an adult who is not named as an emergency contact attempts to collect the child, and the school has not received prior warning from the parents/carers, the school will, for matters of safeguarding, need to contact a parent/carers to confirm whether the person is genuine and whether they give permission to collect the child.

3) Children travelling to and from school alone

There are no laws around age or distance of walking to school. Parents/carers should make this decision based on individual circumstances.

Parents/carers are legally obliged to ensure their children get to school and attend regularly. As a school, we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. The school also has an obligation to alert relevant authorities should it believe a child's welfare is at risk.

We highly recommend that pupils in Reception to Year 4 are brought to and collected from school by a responsible adult.

In deciding whether a child is ready to walk to school, the parent/carers should assess any risks associated with the route and the child's confidence. Parents/carers should work with their children to build up their independence while walking to school through route finding, road safety skills and general awareness.

The school is not responsible for the safety of children on their journey to and from school.

If a parent/carers decides their child can travel to/from school alone, the parent/carers should write to the school giving permission for their child to walk home.