

Appendix F: Drop-Off/Pick Up Arrangements

Schools have a duty to safeguard children in their care. An important part of this is considering how to ensure that pupils arrive and leave premises safely. This appendix is designed to give an overview of the arrangements in place at Yew Tree Primary School to fulfil this responsibility.

At Yew Tree, all children from YN – Y4 **MUST** be dropped off and collected by a known adult (aged 18 years or over). Whilst this is encouraged in Y5 & Y6, the school will allow children at of this age to walk to/from school independently where parents/carers have given signed written consent (see details below).

Gathering Information from Parents/Carers:

On enrolment to the school, parents/carers are asked to provide the following information for each child by completing the registration form for their child:

- the names and full addresses of parents and carers (including confirmation of parental responsibility or private fostering arrangements and any relevant paperwork)
- home, work and mobile phone numbers
- email addresses where appropriate
- two authorised adult contacts who may be called in the event of the parents or carers being unobtainable or in the case of an emergency
- information about any person who has been denied legal access to the child (with copies of any relevant legal documents).

The school uses a secure system to store this information and it is updated on an annual basis (with reminders, as necessary, throughout the year).

Safer Travel (Y5 & Y6 ONLY):

There is no law that states what age children may travel to and from school unsupervised. However, at Yew Tree, governors and leaders have determined Safer Travel arrangements for Y5 & Y6 ONLY. Children in all other year groups must be collected by a known adult aged 18 or over.

If parents/carers of Y5 & Y6 children would like their child to walk to/from school independently, they are asked to complete a permission form giving written consent annually. This includes an instance where children in these year groups are being asked to be released from the teacher without an adult being present (i.e. meeting parents/carers elsewhere on site or in their car in surrounding roads).

Parents/carers should make their decision based on their child's maturity, ability and the safety and distance of the route to school. If parents/carers give consent, but the school has concerns about the behaviour/maturity of the child and/or there are concerns about the safeguarding of children, these will need to be discussed before school can follow any consent given. In the case that the school is not satisfied their concerns have been addressed, they reserve the right to refuse permission for Safer Travel and may ask parents/carers to continue to collect their child(ren).

Parents/carers considering Safer Travel for their child(ren) are encouraged to review NSPCC guidance [HERE](#).

There are occasions within the year where the school may place restrictions on Safer Travel, This includes, but is not limited to, releasing children from after school clubs (which finish later than the end of the school day) in winter months when evenings are darker. The school shall communicate any restrictions through its usual channels.

Collection by Persons Other than Parents/Carers:

Yew Tree Primary School does not allow anybody below the age of 18 to collect children (unless Safer Travel consent has been given in Y5 & Y6). Therefore, siblings are not allowed to collect brothers/sisters unless they are aged 18 or above.

Parents/carers can, however, nominate another adult to collect their child(ren) on any given day. If this is done then it is vital that the parent/carer informs the office/class teacher at the earliest possible opportunity (especially if not a routine collection) so that they have the necessary information such as the name and contact details of the nominated adult as well as relationship to the child.

Where unfamiliar adults collect children, even if they are nominated as an emergency contact, teachers may ask for ID or, in some cases, a password before they release the child.

If staff have any concerns about the identity of the individual collecting children in their care, or if they have concerns about the capacity of the individual collecting the child (even in cases where the person collecting is a known parent/carer), they must not release the child and they should inform a DSL immediately. The adult collecting should then liaise with the DSL via the main office until concerns have been resolved.

Disputes about Drop Off/Pick Up Arrangements:

Problems around who should be picking up or dropping off a child can arise when there are disputes between a number of adults claiming to have parental responsibility.

In order to understand and deal with issues relating to parental responsibility, Yew Tree refers to the following national guidance produced by the Department for Education (DfE).

- [Guidance on understanding and dealing with issues relating to parental responsibility](#) (DfE, 2018).

Late Collection of Children:

It is vital that parents/carers make arrangements to drop children at school/collect them on time every day. Late collection, in particular, can have implications for staffing as well as the possibility of causing a child distress or anxiety.

In the event of lateness for collection the school should:

- contact parents or carers listed on a child's registration record
- call emergency contacts if parents and carers cannot be reached so an authorised adult can come and collect the child

- keep records of late collections.

If parents and carers have authorised someone else to collect the child, they may not always be aware the child is being collected late, so it's important to keep them informed if this happens.

Persistent lateness might indicate that a parent is struggling to meet their child's needs. Schools should contact parents or carers outlining their concerns. This should also be recorded as a safeguarding concern using the school's safeguarding procedures.

If schools have ongoing concerns about a child's welfare, they may need to make a referral to children's social care so that the family can receive support.

When children are collected late, they should be issued with a late collection slip. Where this is a repeating pattern, as well as leading to a possible referral to children's social care, charges could be issued in line with those outlined in the Charges & Remissions Policy. Where there are issues with persistent late collection from after school clubs, the school reserves the right to withdraw a child's place from the club.

Non-Collection of Children:

If nobody comes to collect a child, the school must make every effort to contact the parents/carers or authorised person whose details have been supplied. **If the school has not been able to contact a named contact within 30mins (e.g. by 4.00pm from the end of buffer time) from the end of the school day, they will apply child protection procedures and contact children's social care.**

Until the child is collected, they should stay at school in the care of two members of staff who have undergone the appropriate vetting and barring checks (one should preferably be the designated safeguarding lead or a deputy designated safeguarding lead).

School staff and volunteers should never:

- take the child home with them
- transport the child home unless permission has been given/a risk assessment approved by the headteacher
- go in search of parents/carers.

The designated safeguarding lead should make a full written report of the incident. This report should be added to the child's safeguarding file. If appropriate, this report should also be shared with children's social care.

If a child is collected, whilst the designated safeguarding lead is awaiting a response from children's social care, they should release the child to go home unless there are safeguarding concerns. However, they must arrange a formal meeting with the parent/carer at the earliest possible opportunity to discuss the circumstances.

Responses to Children Not Wanting to Go Home:

If a child discloses that they don't want to go home because of abuse or neglect, then the school should follow their child protection procedures and liaise with children's social care.

If a child discloses abuse to you, it's really important to:

- show children you care and help them open up
- take your time and slow down
- show you understand and reflect back what they're saying.