

MOUNT PLEASANT PRIMARY SCHOOL

Safeguarding Before and After School Dropping-off and Picking-up Policy



1. Title of policy	Safeguarding Before and After School Picking-up and Dropping-off Policy
2. Date adopted by Governors	Summer 2018
3. Name of Chair of Governors	Stewart Jarvis
4. Name of Head teacher	Helen Robinson
5. Person or team responsible for the document	Helen Robinson
6. Planned date for review.	Summer 2021

As part of the school's wider Safeguarding responsibilities, this policy aims to ensure children arrive and leave school safely and on time. It is the parents/carers responsibility to ensure their child arrives safely and promptly to school each morning and are collected promptly at the end of the day. Children who are late arriving will miss important morning activities that help them settle into the school day, which affects their wellbeing and this has a negative impact on their learning for the rest of the day.

This policy has been written using guidance from the NSPCC Knowledge and Information Service.

Dropping off:

The school Breakfast Club opens at 7:45am each morning for parents who have allocated places for particular days.

The main school gates are opened 8:30am for children in Years 1-6. Parents of children in Nursery and Reception class can also drop their children off from 8:30am directly into the school via the side entrance. Children should not arrive at school before 8.30am, whether supervised or unsupervised. Schools are not responsible for the safety or well-being of children until 8:30am.

A member of Senior Leadership Team will be available each morning on the gate to take messages and answer any questions parents/carers may have. Please avoid coming into the school office at the start of the school day, staff are involved in registration and taking phone calls and it is important to keep this area free of obstructions. The member of staff may direct you to the office if this is appropriate. The school bell will ring at 8.55am for registration, the gate will be locked at 9.00am, after this time you will need to bring your child into school through the main entrance. You must record your child's arrival in the late book kept in the school office.

Parents must be mindful of traffic violations outside the school premises. They should not, under any circumstances, park or pull in on the pavements in order to drop their child out of their car. This is incredibly dangerous and parents/carers who ignore this will be reported to the PCSO.

During Year 6 parents/carers may decide that their child is capable of independently walking to school. Parents should make their decision based on their child's maturity, ability and the safety and distance of the route to school. If this is the case, parents/carers make the informed decision that they are responsible for their child's safety on their journey to school, even if they are not physically present. Children under this age must be accompanied by a responsible adult or older sibling. It is advised that parents/carers ensure their child fully understands appropriate road safety rules and are aware of safe places to cross roads on the route.

Our advice, policy and procedures should parents/carers wish to allow their child to walk to or from school without an adult are:

- Parents/carers must inform the appropriate staff in Year 6 if they intend to allow their child to walk to or from school unaccompanied.
- It is the responsibility of the parent/carer to assess the route on which the child will walk to or from school to ensure they are confident their child has the ability to do this safely.
- Crossing busy main roads without using an appropriate crossing and walking through secluded areas is discouraged.
- It is also advised to the parents/carers that their child knows their own home phone number and other emergency contacts and has a mobile phone. Some mobile phones have a GPS tracking system and having an emergency ICE (In Case of Emergency) number in contacts is recommended.
- Parents/carers must ensure their child is fully aware of stranger danger and how to report any concerns to an appropriate adult.

Parents are responsible for the behaviour and safety of their children until 8:30am, when the school gates or doors are opened. In line with the school Behaviour and Discipline Policy, school staff can also discipline pupils in certain circumstances when a pupil's misbehaviour occurs outside of school. For example, bringing the school's reputation into disrepute or incidents of bullying or harassment that affect children in school on the journey to or from school.

Due to Health and Safety regulations, children must not ride bikes or scooters on school premises including the covered walkway outside Nursery and Reception classes.

Picking up:

The school gate will be opened at 2:55pm for parents to enter the school grounds.

Parents/carers must inform the member of the Senior Leadership Team on the gate in the morning if they are not collecting their child from school. They must give the name of who is collecting their child and this must be a person known to the child.

For children in Nursery and Reception, a password must be provided in the case of adults picking up, that the class teacher does not know, to ensure we are safeguarding who the children are handed over to.

Year 6 may leave school on their own, **only if permission** has been given by parents/carers and the school has been informed. If a child has left the school to walk home but does not arrive home when expected and direct contact with the child has not been established, the parent/carer should contact the school in the first instance to seek clarification from the responsible adult who dismissed their child as to the time they left school. However the school may not be contactable after home time and therefore it will be parents/carers responsibility to notify the police. A list of children who have permission to walk home alone after the school day will be kept by staff.

We strongly discourage younger children being taken home by elder siblings under the age of 14, however this is ultimately the responsibility of parents/carers to make this decision. Parents/carers should take into account the maturity of the child collecting and being collected, the length and nature of the journey home and the behaviour and relationship of the children collecting/being collected. Again staff must be aware of arrangements made and if school feel this is inappropriate parents/carers will be contacted.

Parents/carers should not enter their child's classroom or cloakroom at the end of the day. It is important that children are dismissed quickly and efficiently and to do this we must keep exits clear. For safeguarding purposes only members of staff can be in classrooms. Should you wish to discuss any matters of importance, staff from each year group are on the playground at the end of the day.

After school clubs

The same procedures for collecting children from after school clubs apply.

If parents/carers are late to collect their child

The school gates are locked at 3:15pm after the school day has ended. At 3.10pm any children from Reception to Year 6 who have not been collected will be taken to the school office. Parents/carers must collect their child via the main entrance when they are later than 3:15pm. An explanation of why they are late should be given.

If parents/carers have not contacted the school office to inform staff that they will be late, the school will attempt to:

- Contact the parent/carers by telephone
- Call other emergency contacts if parents/carers cannot be reached
- Keep records of regular occurrences of late collections
- In the event of frequent late collections, send a letter to parents stating that this may result in contacting Children's Services if we are concerned about a child's welfare

If parent/carers or authorised people cannot collect the child and someone else is willing instead, the parents/carers must notify the school as soon as possible and a password will be requested if we do not know the individual.

If parents/carers fail to collect their child

School will make every effort to contact the parents/carers or authorised persons whose details have been supplied. If by 4pm we have been unable to establish any form of contact, the school will contact Children's Services. Staff will not transport children home or go in search of parents/carers. A full written report of the incident will be recorded.

If parents/carers are or appear unable to offer safe care of their child

There may be times when the school is worried that the adult collecting a child is under the influence of alcohol or drugs, or their behaviour suggests that they may not be in a fit state to safely look after their child. In this case, the school may decide to:

- Contact another family member to collect the child
- Record the incident as a potential safeguarding concern

School does not have the legal authority to keep a child on the premises after school against a parent/carers will. If the school has immediate concerns about a child's welfare and the parent/carer insists on taking the child, the school, will contact the Police and make a referral to Children's Services. A full written report of the incident will be recorded.

If someone else turns up to collect your child

School will not release a child to any unauthorised person without first speaking to a parent/carer.

If a child says they do not want to go home

If a child discloses they do not want to go home because of abuse or neglect, the school will follow our Child Protection procedures.

Any questions relating to this policy can be made in writing to the school office as necessary.

Cross Referenced Policies

- Attendance Policy
- Anti-bullying Policy
- Behaviour and Discipline Policy
- Child Protection Policy
- Health and Safety Policy



Mount Pleasant
Primary School



CONFIRMATION/CONSENT THAT MY CHILD MAY WALK TO
AND FROM SCHOOL/HOME ALONE

I confirm that my child _____ may walk home
from school alone.

I confirm that I have read and understood the school's Dropping off and
Picking-up Policy.

I will notify the school immediately of any changes to the emergency
contact details.

I understand the school may revoke this consent if they are concerned
about the safety or well-being of my child.

Signed _____

Date _____