



WELLGATE PRIMARY SCHOOL

DROP OFF & COLLECTION OF CHILDREN POLICY

June 2021

AIMS

- To ensure that children safely arrive and are collected from Wellgate Primary School by an appropriate person.
- To help the school maintain its ethos whereby Staff, Pupils, Parents/Carers and Governors work together to ensure the safeguarding of all children as they enter and leave the school premises.

OVERVIEW

Wellgate Primary School prefers all children to be dropped off/collected by a responsible adult.

This policy relates to situations where:

- Parents/Carers wish their child/ren to walk to/from school independently
- Parents/Carers wish to provide drop off/collection by an older sibling

TIMINGS

- All children remain the responsibility of the Parent/Carer dropping them off until their classroom door opens.
- Wellgate Primary School gates open at 8.30am in the morning and 2.50pm in the afternoon.
- **Responsibility for children's safety cannot be taken by the school before 8.40am or after 3.15pm.**

PROCEDURES FOR DROP OFF AND COLLECTION

In the event of a change to usual drop off and collection arrangements, Parents/Carers will be asked to complete a Permissions form (Appendix 1). This applies to the following situations:

1.1 Pupil walking to/from school independently

- The responsibility for their child/ren's safety rests with Parents and Carers who choose for them to walk independently to/ from school.
- The most important factor to consider about suitability of a child walking to/from school alone is any risk to the child/ren.
- There is no set legal age that child/ren can walk to and from school independently or be left on their own. It is an offence to leave a child/ren alone if it places them at risk and therefore schools have continual obligation to take action if they believe this is the case.
- If Parents/Carers wish to let their child/ren travel to/from school independently, then they must assess the risks associated with the school route and their own child/ren's confidence.
- Parents/Carers should work with their child/ren to build up their independence while walking to and from school together, through route finding, road safety skills and general awareness.

1.2 Drop off/collection by an older sibling

- Parents/Carers are responsible for anything that should go wrong in their absence.
- If Parents/Carers wish older siblings to drop off/collect younger child/ren they complete Appendix 1 and inform the class teacher.
- If the school has any concern that older siblings are not competent to take younger siblings to and from school or there are concerns about any child/ren's safety or welfare due to these arrangements, this will be raised with the Parent/Carer.
- 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/ren alone if it places them at risk, and 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).

1.3 Passwords

- From F1 to Year 2 a password system will be used to ensure that child/ren are collected by an approved adult.
- Where the adult collecting the child/ren does not have the password, staff will telephone Priority Parents or Carers to ensure it is safe to hand the child/ren over.
- If the adult collecting the child/ren is changed. Parents/Carers should inform the school office and ensure the adult collecting the child/ren has the agreed password.

IMPLEMENTATION, MONITORING, EVALUATION AND REVIEW

2.1 This policy will be shared with all Parents/Carers

2.2 The effectiveness of the policy will be reviewed and evaluated by the Governing Body annually in light of any specific incidents or changes to local/national guidance.

Approved by:	The Governing Body
Date:	June 2021
Next review due by:	June 2022



APPENDIX 1

PERMISSIONS FOR DROPPING OFF/COLLECTING CHILDREN

I Parent/Carer of

give permission for my child/ren –

to walk to/home from school by themselves

to be collected from school by an older sibling

Name of Older Sibling:

I understand that it is my responsibility to ensure the safeguarding of my child/ren once they have been collected from school.

Signed Date