**Safe Dropping Off and Collection of Children Policy**

Kielder Primary School & Nursery



**POLICY STATUS**

| **Date approved** | **September 2023** |
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| **Review cycle** | **Every 3 years** |
| **Next review** | **September 2026** |
| **Approval level** | **Headteacher** |

**Rationale**

The safety and wellbeing of our pupils is of paramount importance to us. This responsibility does not start and end with the timings of the school day. We view it as our responsibility to work with parents and carers to ensure that our children are safe from the moment they leave for school to the moment they return home from school. This policy aims to set out how we intend to implement this vision.

**Information on enrolment**

On enrolment to the school, parents/carers should provide the following information:

* the names and full addresses of parents/carers (including confirmation of parental responsibility/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/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).

**Children walking to/from school alone**

There is no law on what age children may travel to school unsupervised. Parents/carers should make their decision based on their child’s maturity, ability and the safety and distance of the route to school. Kielder Primary School allows children from Year 4 to walk home unaccompanied, although they cannot accompany a younger sibling.

We require written permission from the parent/carer if their child is permitted to walk home unaccompanied.

Where a child is walking home with a friend to their home, permission must be given to school to authorise this.

There is no law determining the age at which an older sibling can accompany a child to or from school. It is ultimately up to the parents/carers to decide whether they feel this is appropriate. Factors that parents/carers should take into account include:

• the maturity of all the children involved

• the length and nature of the journey home

• the behaviour of all the children involved

• the relationship between the children collecting/being collected.

Parents/carers are required to inform school of any nominated pick-up persons. School will hold these people’s details on file to ensure that children are only picked up by parents/carers or a nominated pick-up person.

**What happens if parents/carers are late to collect their child?**

If parents/carers have authorised someone else to collect the child, they may not always be aware the child is being collected late. In the event of lateness for collection, the school will attempt to:

* contact the parents/carers on the telephone numbers or email addresses they have provided.
* call emergency contacts and nominated pick-ups if parents/carers cannot be reached, so an authorised adult can come and collect the child.
* keep records of late collections.

If parents/carers are frequently late collecting their children, we may send home a letter advising that we have concerns about the care the child is receiving and why. Parents/carers may be informed that if concerns about the child’s welfare continue, we may need to make a safeguarding referral so that the family can receive support.

**What happens if none of the authorised people can collect the child?**

If parents/carers or authorised people (emergency contacts/nominated pick-ups) are not able to collect the child and have arranged for someone else to come instead, the parents/carers must inform us by phone.

Identification may be required when the person comes to collect the child.

**What happens if parents/carers do not collect their child?**

If nobody comes to collect the child by 3.30pm, we will make every effort to contact parents/carers and an authorised person (emergency contact/nominated pick-up) whose details have been supplied.

Until the child is collected, they will stay at school in the care of two members of staff (one should preferably be the Designated Safeguarding Lead or Deputy DSL). Staff will never:

• take the child home with them

• transport the child home

• go in search of parents/carers.

Staff should make a full written report of the incident.

**What happens if parents/carers appear unable to provide safe care for 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 otherwise suggests that they may not be in a fit state to safely look after the 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. Repeated instances of an adult appearing unfit to provide safe care should be discussed with the Education Welfare Officer. Schools do not have the legal authority to keep a child on the premises against a parent/carer’s will. If the school has immediate concerns about a child’s welfare and the parent/carer insists on taking the child, then the school should:
* contact the police
* make a safeguarding referral in line the established procedure
* keep a full written report of the incident.

**What happens if someone else comes to collect a child?**

Kielder Primary School will not allow children to go with any unauthorised person without first speaking to the authorised parents/carers.

If a parent/relative who does not have legal custody of the child arrives and tries to take them, the school should contact the child’s legal guardian.