Westlea Primary School

Drop off and Collection Policy

Our whole school aim:

"At Westlea Primary School we learn together to achieve success for all, based on high expectations and equality of access for all. We nurture the growth of the whole child – academically, artistically, socially, emotionally, morally and physically – celebrating all achievements in a safe, caring, inclusive and creative environment. The whole team works together to bring learning 'alive' and extend pupil experiences

***so that they are well prepared for the next steps in their education.**"*

Drop off and collection procedures

840/2043
Westlea Primary School

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Author of document:	Deborah Scothern	**Job role:**	Head Teacher
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Key Contacts

Name	Role	Contact details
Deborah Scothern	Head Teacher	01915813658
Emma Davey Paula Appleton Gillian Ward	Other senior leaders	westlea@durhamlearning.net
Sue Morrison	Chair of governors	

Introduction

In order to safeguard our pupils at Westlea Primary School it is an essential that the school ensures all children arrive at and leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that multiple people care for your child after school. Sometimes there may need to be one off or changes to arrangements. For this reason, we have set out these clear procedures.

Collection Arrangements

- Each class has a designated pick up area in the school. Children will only be released to their adult from this point unless prior arrangement with the school office.
- Children are not to be released from school with someone if they are showing signs of anxiety or distress.
- Children are not to be released if a staff member feels the adult is not in a fit state to ensure the child's safety. This will be immediately reported to the safeguarding lead in school.
- In an emergency situation two members of staff may take a child home to their parent or legal guardian. In this case the safeguarding lead will be informed first.

Non Parents/Carers collecting a child

- Parents/carers must have provided clear verbal or written permission to the school for their child to be released to an alternative adult. The permission should include a description of the person if they are not known to the school. If possible, this person should be introduced to school staff before the first collection.
- If a member of staff is unsure about an adult's identity they may ask to see identification. If, after this there is any uncertainty the child's parent/carer will be contacted and designated safeguarding lead informed. If they are not contactable procedures listed below for late collection will be followed.
- Children will only be released to those aged 14 or over, where a staff member feels it is safe and reasonable to do so.

Late Collection

- When a child has not been collected at their usual home time, the child will be taken to the school office.
- A member of school staff will make contact with the parents/carer by telephone.
- If they are unavailable all listed contacts will be called.
- When a member of staff have not been able to make contact the safeguarding lead will be informed and a decision made on whether to contact children's services.
- Lateness of collection is monitored by the school. Concerns will be shared where appropriate with the attendance improvement team or children's social care.

Children travelling home independently

- Only children in Year 4, 5 and 6 are allowed to leave school to walk home without an adult where parental consent has been given.
- These permissions only apply at the end of the normal school day – anyone leaving early for any other reason (e.g. for medical reasons) must be collected by an adult.

Supervision on school grounds/Drop off

- Parents should note that the school does not have any members of staff to supervise children before the doors open at 8:30am. The exception to this is for those children attending breakfast club from 8am.
- The welfare of children before and after school times is the responsibility of their parents/carers.
- Children should not be dropped off and left on the school yard unsupervised.
- No Ball games are permitted before or after school.

Parental Responsibility

- We acknowledge that those with Parental Responsibility have a legal right to collect their children from school, which will be respected. The school will of course comply with any court orders that may be in place.

Early Collection Procedure

- Parent or carers must provide prior notification to collect pupils before the end of the school day to ensure that classroom staff are notified and any homework/notices etc can be given.
- At the time of collection parents/carers should report to the school office and wait for their child to be brought out to them.
- Pupils may need to attend appointments (including medical appointments) during the school day. We would ask that children attend before the appointment and return to school afterwards.
- Parents/carers may be asked for evidence of the appointment.