



V A T T A N A C V I L L E

Drop Off and Collection Policy

2024-2025

Reviewed: September 2024
Review Frequency: 2 years
Next Review: September 2026
Governor sign off: Yes/No

Rationale

The safety and welfare of the children attending The King's School is of paramount importance. We have set out procedures for the drop off and collection of children to ensure safety, a smooth transition and effective time keeping.

This guidance should be read and applied in conjunction with the school's existing child protection and safeguarding policies.

Guidelines

This policy sets out the school's procedures where:

- Children arrive and or leave school without an adult.
- Children are collected late
- Children are not collected
- It is not safe for children to go home unaccompanied
- There are concerns about supervision before and or after school.

1. Children travelling to and from school alone

The NSPCC advises the following;

"Children under the age of 8 should not be outdoors for a considerable length of time unaccompanied, children under the age of 12 should not be home alone for more than a very short period".

The school is not responsible for the safety of children on their journey to and from school.

Parents of pupils in years 5 and above can apply to the Principal for permission for their child to walk home alone. This will be confirmed by the school and parents notified, only then can these children walk home by themselves.

The school will have a discussion with the parent and attempt to identify alternative options if the school in any way feels that it is not suitable for the child to be travelling to and from school alone. Permission will be given dependent on the age of the child, the distance that the child lives from school and the relative safety of the walk.

Support will be offered to parents in the decision-making process by considering the potential risks to children being left home alone and lone school travel arrangements.

2. Supervision on the school site

School does not provide a member of staff to supervise children before the doors open at 7.35am or after 3.30pm unless the children are attending and Extra Curricular Activity at school. Therefore the welfare of children until / after that time is the responsibility of the parent.

3. Drop off and collection by older siblings

It is a parent's responsibility to ensure that their child is dropped off and collected by a responsible person.

The suitability of a sibling caring for a younger child is considered on a case-by-case basis by the school, by a judgement of potential risks of this arrangement; the maturity of the child collecting / being collected; the length and nature of the of the journey home, the behaviour and relationship of the children collecting / being collected.

We do not permit children in the Primary to collect their siblings and take them home at the end of the day.

Older siblings at the Secondary school and beyond can collect their siblings from TKSVM if this has been agreed in advance by the school. We do not permit any children or young person under the age of 14 to collect siblings from TKSVM, unless this has been agreed in advance by the Principal. This will be assessed on an individual case-by-case basis.

Any such agreement will be recorded by the school.

If we have any concerns that older siblings are not competent to take younger siblings to and from school or there are concerns about any child's safety or welfare due to these arrangements; the school will raise this with the parent, and request alternative arrangements to be made.

Children will not be allowed to leave school with any adult unknown to the school. It is therefore the parent's responsibility to inform the school if someone other than the usual person is collecting their child (this includes nannies/carers and drivers, as well as parents and siblings).

4. Late collection

Parents share in the responsibility of working with school to ensure that children are safe and in the care of a responsible adult. Parents must notify school immediately by contacting the school office:

023 963 380 if the person collecting their child will be late.

Children collected late will be supervised at Reception.

School will then;

- Check if a message has been received from parents
- Attempt to contact parents
- Telephone all emergency contacts
- Send a text message to parent
- Keep records of times and dates of when children are collected late repeatedly
- If children are repeatedly collected late then a 'late warning' letter will be sent and a copy placed on the child's file
- A meeting will be organized with the parents and the Head of Section if there 3 or more late pick ups in a half term.

5. Non collection procedure

In the event that a child is not collected from school and school receive no notification and no contact can be made within 1 hour of the end of the school day the school will follow safeguarding procedures.

The school will keep detailed, timed records of actions taken, calls made, text messages sent to parents and all emergency contacts.

If parents or emergency contacts cannot be reached then school will drive the child to their home address (the parents will be charged for the journey and the driver's time).

If no one is home the school will consult the police and the Child Protection Unit for solutions.

6. Extra-curricular activities

The same procedures for drop off and collection can be applied to extended school activities, where the school provides the activity.

Safeguarding concerns are reported to the Designated Safeguarding Lead (DSL), who will decide on the appropriate response.

Where an external organisation provides the activity, it is the responsibility of that organisation to identify and respond to safeguarding concerns, including those arising from drop off and collection issues. The external organization should consult the school when taking any measures in this regard.

TKSV Checklist for supervision of children before / after school

The following factors will be considered when children are left unsupervised at home, walking to / from school or in the care of a sibling:

- Has the parent / carer considered the risk/s posed by leaving their child alone, walking to / from school or in the care of a sibling? ✓ How old is / are the child/ren
- How mature is / are the child/ren? What is their level of understanding / awareness about being unsupervised / walking to and from school?
- How comfortable is / are the child/ren with the arrangements (this includes the younger child and the older child who is acting as 'carer').
- Where will the children be left? Is this a safe place?
- How long, and how often, will the children be left?
- Is the home environment safe and secure? Has the parent / carer assessed the home environment / journey to or from school for risks? Has the older child or 'carer' been involved in the risk assessment?
- How far will the child/ren have to walk (if appropriate)?
- How far away will the parent / carer be? Will they be easily contactable?
- Do any of the children (this includes the older sibling or 'carer') have additional needs – medical, emotional, behavioural, learning difficulties / disabilities? How will these be met in the parent / carers absence?
- Does the child or sibling caring for another child know what to do in an emergency?
- Does the child know who they can contact in case of an emergency? Have instructions been left. e.g. in the case of a fire?
- What are the expectations for the child/ren during this time? For example, are they expected to cook for themselves etc?

7. Pick Up/Drop Off during the School Day

If a parent and/or any other relation/carer/nanny or driver phone to say that they are coming to collect their son/daughter during the day, the Receptionist must seek permission from the Head of Section before confirming that the pick up can take place. Once permission has been given a follow up phone call from the Receptionist and/or School Nurse to the numbers we have for parents/carers on Engage, to determine that

the person picking up the child is a bona fide individual with parental permission to effect a collection from school.