



Safe Drop Off and Collection of Children Policy

Date of policy	March 2024
Member of staff responsible	J. Miles
Review Date	March 2026

Intent

The safety of children is important to us all. We endeavour to ensure that there are clear and robust procedures for collection in place. These procedures will be regularly reviewed and shared with staff, parents, carers and pupils. In the event that a child is not collected by an authorised person at the end of the school day, agreed procedures will apply.

The start and end of the school day is a busy time. We aim to ensure that children are dismissed under supervision, enabling them to be collected on time and for them to arrive home safely.

This policy supports the safety of children by making sure that the responsibilities of all parties are clear when children are leaving the school premises.

This policy relates to situations where:

- Parents/carers wish the child to walk to/from school independently
- Parents/carers wish to provide drop off/collection by an older sibling
- There are concerns about a parent/carer's ability to offer safe care
- Children are dropped off or collected late, not collected or there is a wish to change the arrangements for collection at the end of the day.

Norwich Road Academy prefers all children to be dropped off/collected every day by a responsible adult.

Implementation

Academy Timings

	Morning	Afternoon
Gates open by: (main school)	8:35am <i>(Children are welcome in to class from 8:40am)</i>	3:00pm (Nursery) 3:10pm
	Start	Finish
Nursery	9:00 -12:00pm	12:00pm-3:00pm
Reception to Year 6 (Main school)	8:45am	3:15pm

We politely request that parents and carers attending the site for drop off or collection, do not arrive too early, as this can contribute to congestion at key entrances and can become a safety issue.

The academy cannot take responsibility for child safety before 8:35am, when our gates are opened, unless a morning activity has been arranged by the academy. Unaccompanied

children should not arrive before this time. All children remain the responsibility of their parent/carer/responsible adult whilst on the playground during drop off and collection.

The academy gates are shut at 8:45am, in order to secure the site and support pupil safety. After this time the adult dropping off should bring their child directly to the office.

The Authorised Adult for Collection

We work with parents and carers to ensure that collecting responsible adults are authorised by them. We ask for these to be named in advance and for any short notice changes to be advised, with as much notice as possible at the time. We will always check our records before children leave and may contact parents, or carers, if there is a query.

In the event that a child is not collected by an authorised adult, we aim to resolve the situation, causing as minimal distress to the child. Safeguarding children is always our priority.

The 'authorised adult' must be a responsible person of over 16 years of age. This person may be a:

- Parent or carer
- Family member
- Child minder
- Neighbour
- Someone over 16 years of age who has the parent/ carers written permission to collect the child from school. Verbal consent will be accepted in an emergency.

We will require the name and contact details of all adults authorised for child collection. We request that parents/carers keep us advised of any changes so the collection list can be updated and accurate.

Walking to and from school independently

The most important factor to consider about suitability of a child walking to / from the academy alone is any risk to the child. There is no set legal age that children can walk to and from school independently or be left on their own. It is an offence to leave a child alone if it places them at risk and therefore schools have a continual obligation to take action if they believe this is the case.

If parents/carers wish to let their child travel to/from the academy independently, then they must assess the risks associated with the route and their own child's confidence, and should meet with academy staff or have a telephone conversation to discuss the academy's view. An example of where this may happen is where parents want to increase the independence of their child as they prepare to leave primary school and move onto secondary school. In

other circumstances the academy might identify alternative options, e.g. another parent taking the child home.

Should a parent or carer feel that their child is responsible enough to walk to and from school independently, we will support this option for pupils in Year 5 and 6 only. If the academy is in agreement for the child to make their own way home, the academy will ask the parent/carer to give their direction and permission for this, by completing our authorisation form, see Appendix 1.

Parents should work with their children to build up their independence while walking to and from school together, through route finding, road safety skills and general awareness. The responsibility for their child's safety rests with parents and carers, who choose for them to walk independently to / from school. If your child attends an after-school club and this finishes outside of normal school hours, then specific permission must be given to the academy regarding your child leaving the site. This will need to be agreed by the academy and please be advised that, particularly in winter months, where it is darker at earlier times, we will not recommend children walking home by themselves.

Drop off or collection by an older sibling

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 alone, if it places them at risk of harm, 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's and Young Persons Act 1933). Parents and carers are therefore responsible for anything that may go wrong in their absence. If parents, or carers, wish older siblings to drop off, collect or supervise younger children they must meet with the school to discuss the arrangements. If this is agreed, they must write a letter to confirm the procedure, as above. 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 a child's safety, or welfare, due to these arrangements, these will be raised with the parent, or carer. If alternative arrangements are not made, a safeguarding referral will be made to, Children's Advice and Duty Service (CADS), where necessary.

We do not allow children in Nursery, Reception, Year 1 or Year 2 to be collected by an older sibling that attend the academy.

Parent/carer/authorised adult ability to offer safe care

If the academy has a concern that the authorised person collecting may not be able to offer safe care for the child that they are responsible for, for example if they present under the influence of drugs or alcohol, the academy will speak to the parent or carer to share their concerns. If there is a concern that the child will not be kept safe from harm, for example if an adult with parental responsibility presents in a way that leads staff to become concerned that they cannot offer safe care, one of our Designated Safeguarding Leads will speak with them to share the academy's concerns. A safeguarding referral may be made to the Children's Advice and Duty Service (CADS). The academy will aim to retain the care of the child whilst waiting for the advice of Children's Services, or the police, but schools do not

have the legal authority to retain a child against a parent, or carers, will. If a parent or carer presents in a way that causes concern and insists on taking a child off site then academy staff will ring police or CADS to share this concern.

Any ongoing concerns will be monitored.

Onsite safety issues

Parents and carers are responsible for ensuring that their children do not access or use any areas of the school site that are prohibited outside of the school day. This includes the nature area, outdoor climbing equipment, tyres and climbing walls. These spaces and equipment should only be used by pupils of the correct age, during the school day and under appropriate supervision. The academy cannot take any responsibility outside of these circumstances.

For the safety of our academy community, bikes, skates and scooters should not be used on the school site, unless as part of a risk assessed planned activity. Bikes and scooters should always be walked on our site. Should we have a concern with pupil conduct whilst using their bike or scooter, we will contact their parent or carer. This may result in the ability to use their bike or scooter being withdrawn and the item being confiscated until the safe collection by an adult can be arranged.

Late collection or non-collection

Norwich Road Academy expects that all children should be collected on time. An unexpected late collection can cause a child anxiety and worry. If a collecting adult is delayed for any reason, they should make alternative arrangements. It is not the academy's responsibility to do this.

We understand that, in exceptional circumstances, a child may not be collected on time. We request that the collecting adult call ahead and give an estimated time of arrival. This information can then be shared sensitively with the child.

If a child has not been collected, we will make contact with other 'authorised adults' on the collection list. When no authorised adult can be contacted:

After 30 minutes the children will be placed in the academy's Extended School's Provision (Hedgehogs) and a full sessional charge will become payable. If no further contact has been made or arrangements agreed, we will follow our child protection procedures and contact CADS.

Should a child be regularly be collected late, the academy will implement arrangements, with related charges, to ensure that they are supervised and any impact from late collection is minimised.

Late collections lead to additional staffing costs, in order to ensure that children are safely and adequately supervised.

Late collection arrangements and associated charges:

	Expected collection time	Arrangements and fees
Nursery (morning)	12:00pm	£5.00 for the first 15 minutes. Thereafter a flat fee of £15.00 is applied.
Nursery (afternoon or all day)	3:00pm	As above
Main school (Reception to Year 6)	3:15pm	After half an hour, or in the event of regular late collections, child is placed in Extended Schools (Hedgehogs). Full sessional charges apply.
Extended Schools (Hedgehogs)	6.00pm	£5.00 for every 15 minutes of lateness. Should regular late collection be an issue, the ability to access Extended School provision may be reviewed.

Extra-Curricular clubs

If there is more than one occasion when a child is not collected on time, following an after-school club, such as football, they may automatically lose their place on the club.

School discos

All children are expected to be collected by an authorised adult after they have attended a school disco. Should a child regularly be collected late, their attendance at after school events may need to be reviewed.

Communication

Positive communication between home and school is important and supports the children in our care. Please let us know as soon as possible, if there are any changes in your drop off and collection arrangements, particularly if a collecting adult will arrive late. We understand that sometimes unexpected circumstances can arise and we can work with you to support your child.

It is a parent or carer's responsibility to ensure that their child travels to and from school safely.

Please regularly talk to your child about staying safe.

Impact

Through the implementation of this policy, roles and expectations of those involved in children's safe drop off and collection are made explicit. This will support children's safe and happy travel to and from their school.

Related Policies and Information:

Safeguarding Policy

Bike and Scooter Policy

Nursery Charging Policy

Extended Schools Terms and Conditions

NSPCC www.nspcc.org.uk/keeping-children-safe/in-the-home/home-alone/

Authorisation to walk home alone from school – Years 5 and 6

Please remember that the academy is not responsible for your child until they arrive on the school premises. The gates open at 08.35am and school finishes at 3.15pm.

If your child rides a bike or scooter, you must be confident that they can travel and navigate crossings safely, and that their bike or scooter is well maintained. Please ensure that a helmet is worn.

I give consent for my child _____ of _____ class to walk home alone from school.

- I understand that I have full responsibility for my child when they leave the school site.
- I understand that if academy staff have concerns about my child's conduct in the local community, I will be notified and I may be requested to collect my child.
- I understand that if the academy has any safeguarding concerns, they will share them with you and that they may be shared with the Children's Advice and Duty Service (CADS).

Name of parent: _____

Signature: _____ Date: _____

Mobile phones on Academy premises

I give my permission for my child _____ to bring their mobile phone to school and understand they will need to hand it to the school office or class teacher when they arrive at school.

I understand that the academy staff cannot take responsibility for any loss or damage. I take full responsibility for the mobile phone once it has left the school site.

Name of parent: _____

Signature: _____

Date: _____