



Drop off and collection Policy

Introduction

At Balshaw Lane we want to ensure the safety of all pupils when they are dropped off at school in the morning and when they leave school at the end of the day. We understand that arrangements need to be flexible for many families and that several people may care for the child after school. As a result, we have set out clear procedures that all staff and parents must adhere to in order to ensure the safeguarding and wellbeing of all pupils.

Aims

- That no child is unaccounted for at any time.
- That every member of staff is familiar with the child drop off/collection procedures and arrangements.
- That the school community is aware of the appropriate drop off/collection procedures.
- Highlight the importance of parent-school communication

GUIDELINES

- School gates are opened in the morning at 8.45am and are closed for the school at 8.55am. There are members of the senior leadership team on both playgrounds from 8:45am. The gates are opened again at 3.10pm to enable parents/carers to enter the school playground.
- Children will line up in their classes just before 8:55am and will be taken into their classrooms by their class teacher or teaching assistant.
- School ends at 3.20pm for all classes
- EYFS and Year 1 children will be taken onto the infant playground and released to their appropriate adults. Year 2 children will be released to their parent/carer onto the Key Stage 2 playground. Key Stage 2 children will be released onto the Key Stage 2 playground. Children should have clear instructions from parents/carers as to their collection or the arrangements for walking home by themselves. If children are being collected, they should remain on the playground with their class teacher/teaching assistant until they see a parent/carer. The school should be informed by the parent/carer of any changes to arrangements either by phone, in person or in a note to the teacher. If there has been no notification of a change in arrangement, or if there are any concerns in releasing pupils, the school will contact the child's number one contact on the data collection sheet to confirm arrangements.
- Any children attending extra-curricular activities must safely assemble in the designated area for the activity. Parents/carers will collect their child from the hall fire doors at the end of the club session. The person responsible for the club will release each child to the parent/carer unless they are walking home in the case of the junior children.
- If any child is not collected at the end of the school day or after an after-school club, then contact will be made by the school office with parents/carers.



AFTER-SCHOOL CLUB COLLECTION PROCEDURE

- All after-school clubs and extra-curricular activities will finish at 4:20pm, unless stated otherwise
- Parents will use the normal collection procedure, as outlined above, when picking up children from after-school clubs. All children are collected from the hall fire doors after clubs.
- Pupils who have not been collected following an after-school club will be escorted to the school office.
- Any children attending Yarrow After School Club will be collected from the hall by a member of Yarrow staff.

PARENTAL RESPONSIBILITY

- At the point of collection, the responsibility for the care of the child is passed to the parent/carer. Dangerous play/inappropriate behaviour /playing within the school grounds is not allowed and we respectfully request that parents/carers support the school with this policy.
- Parents/carers should ensure that emergency contact numbers held by school are up-to-date.
- Emergency Closing: Parents/carers should note that the headteacher might not be in a position to allow children into the school building/playground because of an unforeseen circumstance. Parents/carers should check texts, emails, Facebook, website and radio for information of closures.

RECURRENCE OF LATE COLLECTION

- The length and frequency of late collections will be monitored by the school.
- Concerns regarding a pupil's safety and welfare associated with late collection will be dealt with in accordance with the school's Safeguarding Policy.
- The school will keep a record of incidents where parents are late with no reasonable explanation.
- In the event of recurrence of late collection, where no reasonable explanation has been given, a letter will be sent home to the parents/carers inviting them to a discussion about their circumstances.
- Parents will be made aware of the arrangements that may be put in place if they continue to collect their child late.

COLLECTING A CHILD ON SOMEONE'S BEHALF

- The school never releases a pupil into the care of another adult who is not a family member or named emergency contact without the consent of their parents/carers.
- The school will not accept a list of people who may collect the pupil as a substitute to calling the school office and informing the school directly of the change in collection.
- Reception and Key Stage 1 pupils may be collected from school by an older sibling if the sibling is aged 16 or older. Key Stage 2 children can be collected by older siblings who are under 16.
- Staff members who are unsure of an adult's identity will ask to see identification.



- If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed: 1. A staff member will take the pupil to the school office. 2. The pupil's parents/carers will be contacted for further advice. 3. A member of the SLT will be made aware of the situation. 4. If the pupil's parents/carers are not contactable, the standard procedure for uncollected pupils will be followed. 5. Under no circumstances will a pupil be allowed to leave the school with someone if they are showing signs of distress or anxiety.
- If parents/carers wish for their child to be collected by another party who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, the school must be informed either by phone or in writing.

NON-COLLECTION PROCEDURE

- The school will continue to try and contact the parents and named emergency contacts in the event of a non-collection.
- A detailed record of the action taken, and the calls made, will be kept.
- A staff member will supervise the pupil at all times.
- If no contact has been made with the pupil's parents/carers or emergency contacts, and no one has arrived to collect the child within an hour since the original collection time – the end of the school day or at 4.40pm if it was pre-arranged for a pupil to attend a school club – the school's child protection procedure will be followed and children's services and the police will be contacted.
- A member of staff will stay with the pupil until children's services arrives.
- Once the situation has been resolved, the reason the circumstances arose will be established and noted, and steps to avoid recurrence will be taken by the school and parents/carers.

MONITORING AND REVIEW

- Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and amended where necessary.
- This policy will be reviewed on an annual basis by the headteacher.
- Any changes made to this policy will be communicated to all teaching staff and parents.

Signed *C. Hodgson*

Date: 30/06/25