

St Peter's R.C. Primary School

Pupil Drop off and Collection Policy



Policy	Pupil Drop off and Collection Policy
Date	October 2025
Date of review	October 2027
Signed Chair of Governors	
Signed Headteacher	Clare Scott

We, the family of St Peter's, united in faith by God strive to learn and grow together.

Rationale

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

As a school, we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

In setting our protocol for collecting children we have taken advice and guidance which states that it is for each school to decide and enforce its own pupil collection policy.

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.

Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. We are also mindful of NSPCC advice on road safety, which states:

"Children under eight can't judge the speed and distance of moving vehicles. They still need help when crossing roads."

The NSPCC also 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 (in the summer term) & 6 can supply confirmation in writing 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.

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 gates open at 8.45am or after 3.15pm, unless the children are attending a club at school. Therefore the welfare of children until / after that time is the responsibility of the parent.

No child at St Peter's school can be left at school gate before 8.45am unaccompanied by an adult

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 and the school preference is for an adult to take this responsibility. We do not permit children at St Peter's to take responsibility for their siblings to drop off at school or collect their siblings and take them home at the end of the day.

Older siblings at secondary school and beyond can collect their siblings from St Peter's, if parents have agreed and it is safe to do so. 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 if alternative arrangements are not made, a safeguarding referral to children's services may be necessary.

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.

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. School collection time is 3.15pm and parents must notify school immediately by contacting the school office, if the person collecting their child will be late. Parents of children, who are collected after 3.25pm, will incur fines at a rate of £2.50 per 5 minutes. This charge is applied on each individual circumstance and will be determined by factors such as frequency of late collection.

School will:

- 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

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 45 minutes 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 seek advice from Children's Services and follow the advice given by them.

6. Extra-curricular activities /Breakfast club/After school club

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. All children attending breakfast club must be dropped off by a responsible person, to the infant hall door.

Parent Summary Guide

<u>Childs Age</u>	<u>Drop off</u>	<u>Collection</u>
Infant: EYFS – Nursery/ Reception Age 3-5	From 8.45am a known adult will drop off to the class door.	3.15pm Must be known adult
Infant: Year 1 & 2 age 5-7	From 8.45am a known adult aged 18+ will drop off to the class door.	3.15pm Must be known adult
Junior: Year 3/4/5 Age 7-10	From 8.45am can be dropped off by a known adult.	3.15pm Can be collected by known adult. Must be collected from class door.
Year 5 Summer term Only Age 9-10 Year 6 Age 10-11	From 8.45am Can walk to school alone, with written permission from parent. Cannot take responsibility for younger siblings.	Can walk home alone, with written permission from parent. Cannot take responsibility for younger siblings.

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?