



The Shared Learning Trust

THE LINDEN
ACADEMY

Safe Drop Off and Collection Policy

Policy Title:	Safe Drop Off and Collection Policy	Owner:	Emma Dibben
Review period:	2 years	Approval by:	Head of School
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The Linden Academy

Safe Drop Off and Collection Policy

Statement of Intent

The safety of our children is at the forefront of everything we do at The Linden Academy. We will always endeavour to ensure we have clear and robust procedures in place, including for drop off and collection. These will be reviewed regularly and clearly shared with pupils, parents and staff.

Where we refer to parents in this document this can mean parent or carer.

The school has taken into consideration the professional advice of The Royal Society for the Prevention of Accidents and the NSPCC who recommend that no one under 16 should be left to care for a younger child.

Aim

The aim of this policy and the actions behind it are to ensure that at very busy times of the day, the children are dropped off and dismissed carefully, under supervision, dropped off and collected on time and arrive to school and home safely.

By writing and sharing this policy, our aim is to ensure the safety of all children by making sure all parties are clear on their responsibilities and expectations.

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible whilst ensuring the child does not become distressed.

Safeguarding children

This policy should be read alongside existing safeguarding policies in the school.

Authorised adult

An authorised adult is a responsible person who is **16 years or over** for children in year 4 and under (children in year 5 and 6 are permitted to walk with written permission from the parent/carer).

This person must have the child's password and be prepared to give it to the member of staff discretely when dismissing the class.

The Linden Academy's school day timings

* Please be aware of any amendments to the school day due to Covid restrictions.

8.30am	Gates to the playground and school doors open	
8.45am	Gates to the playground and school doors close Register is taken in class	Any child now arriving must enter the school via the Main School Office. An adult should accompany them.
10.00am	Reception and KS1 break time	
10.00am	KS2 break time	
11.00am	Reception Lunch break	
11.30am	LKS1 Lunch break	
12.15pm	LKS2 Lunch break	
12.30pm	UKS2 Lunch break	

3.15pm	School finishes Gates to the playground open	Reception and KS1 children released from their classroom doors. KS2 children are released from the large playground
3.30pm	Gates to the playground close	Any parent arriving after this time to collect their child(ren) must go to the Main School Office.

Responsibility for the children's safety cannot be taken by the school before 8.30am or after 3.30pm. Pupils must be in our school playground/building before/by 8.45am.

Drop off expectations.

All children remain the responsibility of the 'authorised adult' dropping them off until 8.30am when Senior Members of staff (in hi-vis jackets or bibs) will be stationed on the gates to the playground.

School opens at 8.30am. Children should not arrive at school before this time. If a child is brought before this time, they should not be left unaccompanied – the 'authorised adult' who has dropped them off, should remain with them.

After 8.45am, the 'authorised adult' needs to bring their child to the school office where they will be marked in as 'late' on the register. It is the responsibility of the adult to explain why the child(ren) is/are late.

If a child is to be dropped off in the school grounds by car, the adult **must** wait until they are in the 'drop off' bay before allowing them out of the car (preferably on the pavement side). If the child has to get out of the car on the roadside, we ask that the adult helps them out. This helps to prevent any accidents.

Collection expectations

All children from Reception up to Year 4 must be collected by an appropriate adult (aged 16 years plus).

Children in Year 5 and 6 are able to go home independently once dismissed by their teacher. Parents are expected to have notified the school office in writing, if they wish their child to walk home. A note will be made on the child's file and the teacher notified of the arrangement.

Reception and Key Stage One children are dismissed from their classroom door.

Key Stage Two children are walked down to the playground and stand with their teacher until their 'authorised adult' arrives to collect.

If the teacher dismissing the child does not recognise the adult collecting, they will ask for the password. Please do not be offended even if you are their parent. This is our way to ensure the children are safe and do not go home with anyone they shouldn't. We will also check that children are happy to be handed over to these individuals and that they are known to them.

Reception and Key Stage one children must **not** be collected by older brothers and sisters in the school. They must be collected by an authorised adult. Staff in these lower year groups have been asked not to release their children to siblings and instead to ask the school office to contact parents/carers to ensure they are collected by an authorised adult.

For late collection, the child will be taken to the school office where the appropriate adult can collect.

If a child attends an after-school club/school event, they need to be collected by an appropriate adult at the stated collection time.

Pupil walking to/from school independently

There is no legal age that states when a child can walk to and from school independently or be left alone. However, it is an offence if it places them at risk. If we believe a child is at risk, we have an obligation to take action.

It is the parent's responsibility to assess the risks associated with the child walking to/from school independently. You also need to consider your child's confidence levels with this.

The Linden Academy has the right to ask you to review this decision if they feel it is unsafe for the child. We will also support you in looking at alternative options.

If your child attends an after-school club and this finishes outside of normal school hours, then specific permission must be given to the school regarding your child leaving the site. This will need to be agreed by the school.

Late collection/no collection

At The Linden Academy we do not expect any child to be collected late or not collected at all! It is the parent's responsibility to ensure we have up-to-date contact details of parents and any authorised adults.

If the 'authorised adult' is delayed at all, it is their responsibility to arrange alternative collection of the child.

It is the parent's responsibility to ensure arrangements are made every day for the collection of their child.

On the rare occasions when there is an exceptional circumstance which prevents collecting the child on time, please call the school office to let them know on 01582 211441. An agreement will then be made depending on how late you will be.

A late collection will be recorded and will be passed on to our Family Liaison Officer for further investigation.

Where a child has three late recorded collections in one half term, a letter will be sent home to parents. If there is a further late collection following this, a second letter will be sent, and a referral made to Children Services.

Where children are collected more than 15 minutes late from a school-run afterschool club (e.g., football) on 2 occasions they will automatically lose their place at that club.

Parents will be charged £5.00 per child on the first occasion that they are late to collect their child/children. After half an hour, the charge will increase to £10 and in any case of a prolonged period of out of hours care, a further charge will incur.

Procedures for late collection

The child will remain with the class teacher until 3.30pm where they will be taken to a room close to the main school office where they will be supervised by an adult.

A member of the Senior Leadership Team will be informed and will check for messages left with the school office.

If no messages have been left, they will try to make contact with the parent. If they cannot make contact with the parent, they will try to contact other people on the contact list.

If the child(ren) has not been collected after one hour, (4.30pm) and no contact has been made or arrangements agreed we will follow our Child Protection Procedures and contact the Local Safeguarding Team. The Safeguarding Team will aim to locate the parent/carer or relative. If they are unable to do so the child may be placed into the care of the Local Authority. The school will deliver a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child. A full report of the incident will be written and placed in the child's school file.

'Authorised adults' ability to offer safe care

If the school has a concern that the 'authorised adult' is using drugs/alcohol and therefore may not be able to provide safe care for their child/children, the school will speak with the parent/carer to inform them of the concerns and monitor the situation.

If the extent of a parent's own needs mean that they cannot keep the child safe from harm, then a safeguarding referral to Children's Services will be made.

If an adult with parental responsibility presents at school and staff are concerned that their presentation suggests they are unable to offer safe care, one of the Designated Safeguarding Leads will speak with the 'authorised adult' to clarify the situation and assess the risk to the child.

If the 'authorised adult' is not the parent, then the parent will be called before the child is handed over.

If the person collecting is the parent, the school will aim to retain care of the child whilst awaiting the advice of Police and Children's Services, but schools do not have the authority legally to retain a child against a parent/carer's will. If a parent/carer is under the influence of drugs or alcohol and takes the child/children off site the school will then ring for a Police welfare check on the non-emergency number, 101.

Other safety issues

Parents are responsible for ensuring that their children do not access or use any areas of the school site that are prohibited. This includes playing on any outdoor playground equipment such as climbing frames, tyres or going into the MUGA.

For all pupils' safety, no ball games should be played on the playgrounds before or after school and no pupils should use bikes, skates, or scooters etc. on the school site.