

# Good Shepherd Primary & Nursery School

## Child Drop-off & Collection Policy



Updated June 2023

**UNCRC Article 36: I have the right to be kept safe.**

This policy will be reviewed every 3 years unless there has been a change made to the organisation of the school day or in legislative guidelines.

\*Due to Covid-19 restrictions, entry and exit times have been staggered accordingly.

Signed by the Chair of the Board of Governors: \_\_\_\_\_

Date: \_\_\_\_\_

Your child's wellbeing is of great importance to the staff at Good Shepherd Primary & Nursery School, therefore procedures for drop-off and collecting children are followed to ensure your child's safety.

The start and end of the school day is a busy time, and our aim is to ensure children are dropped off and collected carefully, under strict supervision, collected on time and arrive home safely.

The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all those involved are clear when it comes to children entering and leaving the school premises.

### **Child Drop-off Procedures**

Children are not permitted on the school grounds before the start of the school day at 8.45am. Parents/Guardians and children should cross the road via the school crossing patrol at all times. Nursery and foundation stage children should be accompanied to their designated area or door each day by a parent/guardian.

### **Child Collection Procedures**

No children will be released from our care if staff are not informed of the person collecting the child.

- Nursery children should be collected at 1.15pm-1.30pm
- Primary 1 & Primary 2 children should be collected at 2pm
- Primary 3-Primary 7 children should be collected at 3pm

### **Admission information**

When your child starts at the school, you will be asked to fill in some information about your child. We will ask for details about the person/people who will be collecting your child. This information can then be used to identify the designated person(s). If a different individual from those named is collecting a child the school must be advised beforehand.

If a different adult from these named people will be collecting your child, the school is to be advised in writing or via phone call beforehand to the school secretary or class teacher.

Please also discuss with your child the people named who are permitted to collect them. When children are released from after school clubs and not their classroom, it is important they know who should be collecting them. Children are reminded by the school to remain in school if they are unsure of arrangements and not to proceed on home by themselves or with someone else until a parent is contacted.

Parents/Guardians must ensure their contact details are correct at the school office.

### **Suitable person / Identification of Individuals**

It is the policy of the school and a legal requirement that no person under the age of 16 years can collect a child from the school.

At the end of each day, all children should be collected from their designated door or area. Children remaining for after school clubs will have consent forms from parents and should they not be attending on a particular day; the school should be informed. The school should also be informed either by writing or via phone call to the school office/class teacher if a child is attending another child's house after school or going home with another parent.

Once a child has been handed over to a responsible adult, they are no longer the responsibility of the school. We ask parents/guardians to remain vigilant after collecting their child to ensure they leave the school premises safely.

Parents/Guardians must inform the class teacher in writing if their child is permitted to walk home unaccompanied.

Parents/Guardians and children should cross the road outside the school building via the school crossing patrol.

All parents/guardians who are taking a child out of school early for any reason must do so via the school office. All children leaving school during the day (e.g. to attend an appointment) should leave via the front entrance and the person collecting should sign the child out and in again on their return. Children are not permitted to walk home unaccompanied during normal school hours.

### **Relationship breakdown of parents / guardians**

Unless there is a court order, of which the school must have a copy, preventing one parent's contact to the child, we are unable to deny access. If there is concern about violent or aggressive behaviour between parents, we recommend that this is discussed with the Principal (Mrs S. McCafferty) and the Designated Teacher for Child Protection (Mrs M. Harley) to ensure the safety of all.

Parents/Guardians will be contacted in order recorded on their data collection sheet and SIMS. Any changes to contact details should be made in writing to the school office. Parents requiring separate parent meetings/reports should request this in writing to the school principal.

### **Failure to collect a child**

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 to cause as little distress as possible to the child. In the rare event of a parent/guardian failing to collect a child the procedure set out below will be followed:

- The child will be brought to the school reception area to wait.
- A member of staff will try to establish contact via the emergency contact number(s) recorded on sims.
- On no account must a child be taken by a person not known by the school.
- A child cannot be taken home by another parent/ family friend unless verbal consent has been given when contacted.
- Children who are collected late must be collected from the school office.