



# Kesh Primary School and Community Nursery



## Safe Drop-off/Collection Policy

**Ratified by Board of Governors in:**  
**March 2024**

**Signed:**

**Chairman of Board of Governors**

**Next Review:**  
**March 2027**

**Signed:**

**Principal**

### Kesh Primary School and Community Nursery - Safe Drop-off/Collection Policy

#### ***Rationale***

As your child's welfare is of great importance to the staff at our setting our procedures for drop-off and collections have been updated to ensure that all children are always safe.

#### **Procedures in place**

- When your child begins school in our setting you will be asked to complete personal information about your child and those who care for them including those with parental responsibility. We will ask for details about the person or individuals you trust who will/may be collecting your child. This information is shared with the relevant staff so we can effectively identify those you have elected.
- Suitable person / Identification of Individuals -It is our agreed policy that no person under the age of 16 years can collect a child from the setting, without prior parental permission.
- If the staff consider in their professional judgement that the parent/carer or individual collecting a child may be under the influence of either alcohol or drugs and the safety and welfare of the child may be compromised, the staff must contact a member of the Senior Leadership Team. The Senior Leadership Team will aim to work together with the adult and assess the situation calmly and if they consider that the parent/carer appears unable to take responsibility for the child they will then make the decision to take appropriate action. This could include contacting and liaising with another member of the family to collect the child from their agreed list of carers, or an alternative individual known to the child who is suitable. However, if no one else is available, then

Children's Social Care team may be contacted for advice or the Police if there is an emergency or disruption which may impact the safety and welfare of the child/ren/team or staff.

- No child will be released from our care if our staff are not informed beforehand of the person collecting. This is done at the start of each year and changes in this must be made in writing/email to the class teacher or school Principal.
- If the individual/s collecting a child/ren are under the influence of alcohol or substance misuse which is affecting their suitability to promote their safety and welfare, the child/ren will not be released by school.
- Parents/Guardians must sign children in and out using our GDPR compliant register and provide a reason for doing so.



## Kesh Primary School and Community Nursery

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Dear Parents/ Guardians,

An important part of our ongoing review of **Safeguarding Procedures** is the **Safe Collection of children** (Policy available on Kesh Primary School website) If, as a parent or carer of a child you make arrangements for your child to be collected by another adult, it is important you contact the school office/class teacher **in advance** to inform the staff of these arrangements. Please try to keep changes of home time arrangements to a **minimum** to avoid disruption. Any unknown person collecting children will be challenged by staff and permissions checked with parents/guardians.

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 must complete the consent slip for pupils to walk/cycle home unaccompanied. These names are recorded and the class teachers will only allow these pupils to leave the site without an adult. Other pupils will remain with their teacher in charge until a known adult collects them. Government guidelines advise that children below Year 5 (10 years of age) should not be allowed to walk home unaccompanied. This is at the parents' discretion. Any child cycling must wear a safety helmet. We do not recommend motorised vehicles (scooters, go-karts etc.) to be used as a means of transport to school, these are not permitted on the school grounds, for safety reasons.

Yours Sincerely,

Mrs Diane Irvine

Designated Teacher/Vice-Principal

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### Permission Slip - **Safe collection of Children**

I give permission for ..... (child's name) ..... (class)  
to walk/cycle home from school unaccompanied.

Name ..... Signature .....  
Date.....

(Please Print)

**Contact numbers in case of an emergency - Please fill out one for each child in the school**

Child's Name			
Name		Contact number	
Name		Contact number	
Name		Contact number	
<b><u>Collection procedure</u></b> please write the names of those who have authority to collect your child. <b>It is very important that you put <u>all</u> names down as only those named below will be allowed to collect your child from school.</b>			

Child's Name			
Name		Contact number	
Name		Contact number	
Name		Contact number	
<b><u>Collection procedure</u></b> please write the names of those who have authority to collect your child. <b>It is very important that you put <u>all</u> names down as only those named below will be allowed to collect your child from school.</b>			

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