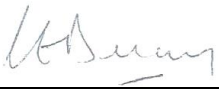




Whitehall  
Park School  
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# Pick up and Drop off Policy

Signed:	
Chair of Trust Board	Clair Delaney
Approved:	September 2023
Review Date:	September 2024

This policy applies to all pupils in the school, including EYFS

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### **1.0 Introduction**

Ensuring that children arrive and leave safely is a prime concern for us all. Please read the following guidelines.

### **2.0 Collecting and dropping off children safely**

- Wherever possible, children should wait within the school boundaries and not on the pavement once the school gates are open.
- For children arriving for breakfast club, please drop your children off via the Hornsey Lane Gate at the office at 7:45am until 8:40 am (last entry). For children arriving for the start of the school day, both school gates (Ashmount Road and Hornsey Lane) will be open from 8:45am and children go straight to class. The school gates will close at 8:55am.
- At the end of the school day, parents can enter the lower playground from 3.30pm. The gates will open at 3:30pm to enable you to collect your child. We encourage all parents and carers to use the Ashmount Road gate as this is a less congested road.
- If you are collecting your child from After School club please enter the lower playground via the Ashmount road gate or Hornsey Lane Gate and wait by the hall at 5pm. Your child will be dismissed by the Extended Schools team from the dining hall.
- Between the times of 5:00-6:00pm, you will be able to collect your child from Twilight. Please come to the office via the Hornsey Lane gate and let the person at the office know who you are picking up.
- Please ensure we have the details of any person who may collect your child. In an emergency, and for people who we do not yet recognise, please ensure you issue them with details about your child. The office will also need to be notified via email. Please send us the full name of the person collecting your child, their full contact details, their address and a picture of them so we can recognise them upon their arrival.

### **3.0 Walking, scootering and cycling**

- Adults must supervise children on their journey to school and at the school gates.
- Adults should keep all children close by at all times and ensure they stay on the pavement
- Children and parents are asked politely to dismount from bicycles and scooters within the school grounds. Scooters and bikes can be stored in the scooter/bike sheds
- Ensure all children walking and scootering to and from school are aware of basic road safety.
- Children cycling and scootering to and from school should wear a cycling helmet and use a bike/scooter that is checked regularly.

If extended family members are attending school activities please ensure they are aware of these guidelines and you provide us with their details and information. Thank you for keeping our school safe.

### **4.0 Cars**

There is no drop off or collection area on site or near to it for pupils arriving by car. We strongly encourage parents and carers to travel to and from school with public transport or on foot. WPS recognises the impact school travel can have upon the local congestion and road and pedestrian safety, as well as natural resources, and will continuously consider ways of reducing this impact, together with encouraging more pupils to walk to school in safety. WPS will support and promote the local LBI Walk to School initiatives and will support and promote the National Walk to School Week.

\*Disabled drivers and parents with disabled children should let the school know if they need to park in the front of the school

### **5.0 Drop Off & Collection Procedures**

Children should be dropped off in person to school and Whitehall Park School does not take responsibility for the child until they enter the school grounds at 8:45 unless they are attending Breakfast Club.

If a child arrives after 8:55am, their parent will need to sign them as 'late' in the office.

If a child needs to attend a medical appointment during the day, the parent will need to email the office with evidence of the appointment and when they come in to collect their child, they will need to sign them out via the office. Please be mindful of the lunch timings if you are taking your child out of school. Children will be collected from their class on parent arrival as we don't want them to miss out on vital learning. If a child has been sick during the day or urgently needs to be taken home, the parent/guardian collecting them will also need to sign them out.

At the end of the school day, children must be collected in person by an adult already known to the school. Unless permission has been granted for children to leave school, children will not be dismissed alone. A staff member (mainly their class teacher) will dismiss the children from the main playground, acknowledging the adult collecting the child and ticking off the dismissal register.

The person collecting the child must be able to take responsibility for that child and should not be under 16 years old.

Only people listed on the child's admissions form or have been made known to the Office via email and recorded on the trusted adult list, can collect children. It is the parent's responsibility to keep this information up to date and inform the Office if an adult should be added or removed. If the school is not notified before 2:30pm, that a different person is collecting your child, they will bring your child to the school office and we will make contact with the parent to confirm the pick-up arrangements.

Parents are reminded that any information or changes in the current information relating to the collection of their child, or changes to contact details, must be given to the school immediately

### **6.0 When an Unknown Person Attempts to Collect a Child**

If a person attempts to collect a child who is not on the child's admission form or trusted adult list:

- The class teacher or staff member dismissing will instruct the adult to go to the Office.
- The office team will cross check the adult's name with those of the list.
- We will contact those with parental responsibility on our contacts list, to ascertain if it is acceptable for this person to take the child. The child will only be allowed to leave if one of these adults confirms that it is OK.
- If no contact can be made, the child is to remain in the school until a contact can be made.

### **7.0 Collection and Non-collection of Children**

#### **Guidance**

On admission to the school, parents are asked to complete specific information regarding contact information, emergency contact details and information about those authorised to collect their child from school.

Parents can give written consent for their child to be allowed to leave school to go home independently from Year 5 onwards. This arrangement will also be approved by the Headteacher after checking distance and mode of travel. This should be reviewed regularly.

For all other children, the school staff will only hand children over to someone authorised to collect them. The school maintains a list of the adults authorised to collect each child and it is the responsibility of the parents to ensure that this list remains up-to-date and includes the names of any family member, child minder, friends or other school parents whom the parents wish to authorise to collect their child.

Any one-off changes to these arrangements must be communicated to the school by telephone or email by 2:30pm each day, providing the name, address and telephone number of the person nominated to collect their child. A telephone call cannot normally be accepted in these circumstances. However, this can be accepted in an urgent situation, provided that the call can be verified as genuine.

Parents must inform the school in the event of any circumstances in which someone has a legal restriction placed on them in respect of access to their child. Please ensure you have provided the school with such documents.

On occasions when the parents are aware that they will not be at home or at their usual place of work, they are asked to telephone, email or write to inform the class teacher or school office at the earliest possible point in time.

In the event that a child is not collected by an authorised adult at the end of a session, the school puts into practice agreed procedures. Children not and with no communication from the parent/guardian, will be sent to the extended school provision. These ensure that the child is cared for safely by an experienced and qualified member of staff, who is known to the child. The school aims to ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

### **Procedures**

On admission to the school, parents are asked to provide specific home, work and emergency contact information and to ensure that this remains current. When someone other than a parent is nominated to collect a child, the school agrees with the parents how to verify their identity.

Parents are informed that, if they are not able to collect their child as planned, they must inform the school office without delay so that we can make necessary arrangements to look after their child until an authorised adult arrives. A child who is not collected by 3:50pm of the normal end of their school

day will join the school's after school club ('Adhoc'), for which a charge is normally payable via the Scopay app.

If a child is not collected by the expected time at the end of the school day, the following procedures will be followed

- All information regarding normal collection routines will be checked by the class teacher, school office and Senior Leadership Team
- Parents will be contacted, using the contact information provided on admission and as subsequently amended
- Should the school be unsuccessful in contacting the parents, the school will attempt to contact the next person in the child's contact information. All reasonable attempts will be made to contact parents or nominated carers.
- The child will not be allowed to leave the school with anyone other than those for whom the school has received telephone, written or electronic authorisation.
- If there is no contact from the parents or nominated carers after an hour, or at the published end of the school's late-stay/after school care facility, the school will apply the procedures for uncollected children.

#### **8. Procedure for uncollected children**

If there are serious concerns that a child has not been collected the Designated Safeguarding Lead will be informed and contacted as well as the local authority Children's Services Department.

- The child will stay at school with two members of staff, one of whom will normally be a member of the school's leadership team and/or safeguarding team
- Children's services will aim to find the parents or a relative and, if they are unable to do so, the child will be admitted into the care of the local authority
- Staff from the school will not look for the parent, take the child home, or take the child to their own home
- A full report of the incident will be placed on the pupils' file
- If regulations so require, Ofsted will be informed of the incident

This policy complies with the Statutory Framework and Practice Guidance for the Early Years Foundation Stage.