



# Griffin Primary School

## Delivery and Collection of Pupils Policy



1	Summary	Delivery and Collection of Pupils Policy			
2	Responsible person	Louise Pitts			
3	Accountable SLT member	Louise Pitts			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Louise Pitts			
6	Who has been consulted and recommended policy for approval	LGB			
7	Approved by and date	LGB 29.8.24			
8	Version number	2.0			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	September 2024			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



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## 1. Introduction

This policy will provide clear guidelines for parents/carers, authorised persons, governors and staff in relation to their responsibilities for the delivery and collection of children to school.

## 2. Aims of this policy

The aims of this policy is to:

- Ensure the safe delivery and collection of children being cared for or educated at Griffin Primary School
- Encourage families to deliver and collect their child/children on time
- Comply with all legislative requirements

## 3. Definitions

Authorised person – a person for whom the parents/carers have given authority to the school to collect the child. The school believes an authorised person should be someone over the age of 13 years. Parents/carers must inform the school office if they are authorising someone to pick up on their behalf. If a parent/carer wishes for a child under the age of 13 to collect a child from school, they must discuss this with the school. The school will expect written permission from the parent/carer and a declaration signed to say they will take full responsibility.

Adult – someone aged 16 or over.

Late collection – when a parent/carer or authorised person collects their child/children from the school after 3.45pm, or after a designated finishing time for an after-school club.

## 4. Responsibilities

The school is responsible for:

- Providing parents/carers with a copy of this policy when their child starts school and ensuring a copy is available for inspection at all times.
- Being available to assist due to the late collection of a child (please refer to procedures in this policy).
- Contacting parents/carers/authorised persons, who do not follow the correct procedures stated in this policy.
- Contacting a parent/carer to gain authorisation if a person who is not listed as an authorised person arrives to collect a child.

Parents/carers are responsible for:

- Collecting their child/children promptly at the end of the day or session.
- Ensuring their child is signed out and back in when they go home for lunch or leave school for an appointment during the school day.



- Ensuring the child/children's enrolment form includes details of persons who have lawful authority to collect the child/children (usually the parents/carers) and any other persons authorised to collect the child/children.

**Please note:**

Between the hours of 8.40am and 3.30pm on a Monday, Tuesday, Wednesday and Friday the supervision of pupils in Reception to Year 6 on the premises becomes the responsibility of school staff. On a Thursday the times are between the hours of 8.40am and 1.50pm.

Nursery pupils are the responsibility of school staff between the hours of 8.40 and 3.30pm Monday to Friday.

The only times when this is different is if a child attends before-school club or an after-school club.

**5. Delivery of pupils to Nursery and school**Nursery

Parents/carers must ensure that their child arrives on time for the start of the session. The morning sessions start at 8.40am and the afternoon sessions start at 12.30pm. The doors will be open at 8.40am and 12.30pm.

All parents/carers or responsible adult nominated by their parent/carer will need to hand the child over to a member of staff.

All children aged 5 or under must be handed over by an adult.

Reception to Year 6

Parents/carers must ensure that their child arrives at school on time ready for registration. The school doors open at 8.40am.

All pupils from Reception to Year 4 will need to wait near their year group/class entrance with a parent/carer or responsible person nominated by their parent/carer.

Pupils in Year 5 and 6 can walk to school by themselves but must still wait near their year group entrance for the door to open.

At 8.40am a member of staff will open the door and welcome pupils into school. The doors will stay open until 8.55am. After this time, the doors will be closed and pupils must enter school through the main entrance to be signed in. A member of staff will then escort pupils in Nursery, Reception, Year 1, 2 and 3 to their classrooms. Pupils in Year 4, 5 and 6 are allowed to walk to their classrooms on their own.

All pupils in Reception must be handed over by an adult to a member of staff.



## **6. Persistent late delivery of pupils**

Parents/carers of all pupils who are persistently late arriving at school will be contacted either by the school office or a member of the safeguarding team. A meeting with parents/carers will be requested with a member of the SLT, in which parents/carers will be informed about their responsibilities and support offered to improve punctuality.

## **7. Collection of pupils from Nursery**

The gate to Nursery will be open at the end of the session and a member of staff will greet the parent/carer. The children will be ready for collection and the member of staff will call the child's name to the Nursery doors, where another member of staff will call the child's name inside the Nursery. The member of staff on the gate will make sure that the child is handed over to the parent/carer or a named adult from the collection list.

Parents/carers/authorised persons wishing to speak with staff involved in the dispersal of children may need to wait until all children have departed.

If a member of staff is concerned that releasing a child to the parents/carers or a person authorised to collect the child could put a child at risk, the child will not be allowed to leave in their care. In this case, the person collecting the child will be asked to speak to the Head of School, a member of the senior leadership team or a member of the safeguarding team.

Any parent, carer or authorised person picking up the child who are not already known or familiar to members of staff will be asked to provide the password for that child.

All children aged 5 or under must be collected by an adult.

## **8. Collection of pupils from Reception**

The gate to the red Reception door will be open at the end of the day and a member of staff will greet the parent/carer. The children will be ready for collection and the member of staff will call the child's name. The member of staff on the door will make sure that the child is handed over to the parent/carer or a named adult from the collection list.

Parents/carers/authorised persons wishing to speak with staff involved in the dispersal of children may need to wait until all children have departed.

If a member of staff is concerned that releasing a child to the parents/carers or a person authorised to collect the child could put a child at risk, the child will not be allowed to leave in their care. In this case, the person collecting the child will be asked to speak to the Head of School, a member of the senior leadership team or a member of the safeguarding team.



Any parent, carer or authorised person picking up the child who are not already known or familiar to members of staff will be asked to provide the password for that child.

All children aged 5 or under must be collected by an adult.

## **9. Collection of pupils in KS1 and KS2**

Pupils in Year 1, 2, 3 and Year 4 (the class using the yellow door) will be brought out onto the main school playground to be collected by a parent/carers, responsible adult or when necessary another authorised person. The members of staff with each class will make sure that each child is handed over to the parent/carers or responsible adult.

Pupils in Year 4 (the class using the white door) will be brought to their assigned exit door to be collected by a parent/carers, responsible adult or when necessary another authorised person. The members of staff with each class will make sure that each child is handed over to the parent/carers, responsible adult or when necessary another authorised person.

Pupils in Year 5 and 6 will be taken to their assigned exit door. Pupils in Year 5 and 6 who have been given written permission by parents/carers to walk home on their own will be allowed to leave first. The rest of the pupils will wait to be collected by a parent/carers, responsible adult or when necessary another authorised person. The members of staff with each class will make sure that each child is handed over to the parent/carers, responsible adult .

Any parent, carer or responsible adult picking up the child who are not already known or familiar to members of staff will be asked to wait while the office staff contact parents/carers to check for permission.

If a member of staff is concerned that releasing a child to the parents/carers or a person authorised to collect the child could put a child at risk, the child will not be allowed to leave in their care. In this case, the person collecting the child will be asked to speak to the Head of School, a member of the senior leadership team or a member of the safeguarding team.

Children who are taken home by taxi or bus, wait in the main office until the transport arrives and are then escorted to it by a member of office staff.

## **10. Collection from after-school clubs**

Pupils attending after-school clubs in Reception, Year 1, 2, 3 and 4 must be collected by a parent/carers, responsible adult or when necessary another authorised person. Pupils in Year 5 and 6 may walk home on their own, but parents/carers must indicate on the consent form whether their child/children can do this.

All children aged 5 or under must be collected by an adult.

Parents/carers must wait on the main school playground and the staff leading the clubs will bring pupils out to there at the end of the club.



## **11. Late collection of a child**

Staff are responsible for supervising the child until their parent/carer or responsible adult picks them up. If a parent/carer has not picked up by the time the gates are closed, staff should bring the pupil to the main office. A member of office staff will make contact with the parent/carer requesting that they collect their child/children as soon as possible.

If no contact can be made with the parent/carer or other responsible adult listed on the child's records, a member of the safeguarding team may carry out a home visit. If this visit is unsuccessful, the safeguarding team will make the decision to contact social care or the police. This will be after all other possibilities have been explored.

Parents/carers are responsible for informing the school office as soon as reasonably possible that their child will be late being collected, providing a reason for this and an approximate time for collection. Parents/carers are also responsible for ensuring that late collection is not a regular occurrence.

## **12. Persistent collection of a child**

If parents/carers are regularly late collecting their child/children from school, the attendance team, safeguarding team or Head of School will contact them to discuss the matter further.

This policy will be reviewed as and when required.