Bradford Diocesan Academies Trust

CLAYTON ST JOHN
C of E PRIMARY SCHOOL

Clayton St John DROPPING OFF & PICKING UP POLICY

Bradford Diocesan Academies Trust

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1. Trust Policy Statement

Bradford Diocesan Academies Trust (BDAT) is committed to the safety and wellbeing of our pupils as the highest priority. This policy outlines the procedures for dropping off and picking up children to ensure smooth, safe and efficient transitions between home and school.

As part of our focus on diversity and inclusion, BDAT pledges that our policies will seek to promote equality, fairness, and respect for all staff and pupils. Our policies reflect the BDAT values of inclusion, compassion, aspiration, resilience, and excellence. By working closely with a range of stakeholders, such as our school, union, and HR colleagues, we have ensured that BDAT's policies do not unlawfully discriminate against anybody.

For the purpose of this policy, the term Trust refers to BDAT. The term school and the term academy are interchangeable. The terms pupil and student are interchangeable.

2. Introduction and Aims of the Policy

At Clayton St John, we believe that all children benefit from structure and routine, particularly at times of transition such as the start and end of the school day. This policy aims to set out the procedures that are in place to enable parents/carers to drop off and pick up their children safely and efficiently.

It also provides parents with details of the information we require to support this, our expectations relating to children who parents wish to travel to and from school without adult supervision, our late collection policy, and our safeguarding responsibilities.

This policy applies to dropping off and picking up at the normal start and end times of the school day. Where pupils are attending our breakfast provision or after-school provision, separate arrangements apply, which will be made clear to parents when they are booking places.

3. Contact Details and Authorised Adults to Collect

3.1 Contact Details and Emergency Contact Information

On admission to Clayton St John, contact details should be provided for all adults with parental responsibility for each child. This should include full names, addresses, home, work and mobile phone numbers, email address and confirmation of parental responsibility. Parents should also provide details for additional emergency contacts wherever possible (e.g. grandparents, wider family etc.)

Keeping Children Safe in Education guidance states that schools should hold details for at least two emergency contacts for every child, and three for those in the Early Years (Nursery and Reception).

School must also be provided with details of any adult who has been denied legal access to the child, with copies of any relevant documentation.

It is the responsibility of parents to ensure that this information is updated whenever circumstances or contact details change. Clayton St John will provide data collection sheets on an annual basis for

parents to check that the information held by school is correct. If this changes within the academic year, please inform the school office of change of details.

3.2 Authorised Adults

Where an adult is a designated emergency contact for a pupil, it will automatically be assumed that they are authorised to collect them from school. If there are circumstances that require more specific arrangements, these should be communicated with school at the earliest possible opportunity so a clear plan can be put in place. For example, in the case of separated parents, there may be a court order that specifies which days each parent collects the child.

We recognise that there may also be occasions where an adult who is not an emergency contact is collecting a child from school. For example, a childminder, a neighbour or the parent of one of their classmates.

In these circumstances, parents must notify the school office in advance of these arrangements so that we know the pupil can be safely handed over. Where the adult collecting is not known to school, we may phone parents to confirm their consent to handover or implement a password system so that we can be sure that parents have authorised them to collect.

3.3 Unauthorised Adults

We will not allow a child to leave school with an unauthorised adult without first getting permission from someone with parental responsibility.

If we are unable to contact a child's legal guardian, we will explain to the person who has come to collect the child that they will have to wait until we are able to get permission for them to take the child.

If an unauthorised person refuses to leave the premises, becomes aggressive or attempts to take the child without permission, we may need to contact the Police. This will be recorded as a safeguarding concern in line with the procedures outlined in the Safeguarding and Child Protection Policy.

4. Drop Off and Pick Up Timings and Locations

The school day begins at 8.30am and finishes at 3.00pm. The drop off and pick up location for each year group is detailed within the below table:

Year Group	Drop Off/Pick Up Location
Nursery	Classroom
Reception	Classroom
1	Classroom
2	Classroom
3	Classroom
4	Classroom
5	Classroom
6	Classroom

At morning drop off, parents should ensure that they supervise their child(ren) until they have handed them over to a member of school staff. There is a potential safety risk to any child who is left

unaccompanied and Clayton St John cannot be held responsible for any accidents that occur before school due to a lack of parental supervision.

At the end of the school day, staff will handover pupils back to their parents. Passwords are given by parents to teachers from Nursery to yr 4. Pupils' yr 5 and 6 are allowed to come to school and walk home by themselves if a parent has signed the permission form.

Drop off and pick up times are very busy parts of the school day and impact on the areas surrounding the school. The safety and welfare of all pupils, parents and our community is vital, so we ask that everyone follows the below guidance to support this:

- Always use pedestrian/zebra crossings where possible
- Follow the highway code when parking cars, avoiding double-yellow lines and any other areas which are designated as no stopping
- Ensure your speed is below the designated limit, preferably significantly given the higher risk in close proximity to our school
- Set a positive road safety example to children
- Show courtesy to local residents by parking in such a way that does not inconvenience them
- Keep mobile phones out of site whilst on school site to drop off/pick up

5. Out of Hours Provision

Wraparound care at Clayton St John is provided through our breakfast and after school clubs. These are chargeable services that need to be booked via the school office and parent pay. The breakfast club operates between 7 am and 8.30am and the after-school club operates between 3pm and 6 pm.

Separate dropping off and picking up arrangements apply for wraparound provisions, which are set out below:

- Breakfast Club: Drop off at the small hall door.
- After School Club: Collect from Care Club Bungalow.

6. After School Clubs and Activities

At Clayton St John, we provide our pupils with a range of extracurricular activities including karate and football, and we encourage all pupils to get involved.

Parents need to sign their children up for activities by completing the permission slips or speaking to the main office. The designated activity leader will manage collection at the end of the activity, at which point it is expected that parents will be present to collect their children.

7. Children Travelling To and From School without Adult Supervision

At Clayton St John, our safeguarding responsibilities are of the utmost importance. We understand that there is no law which states what age children may travel to and from school unsupervised and

recognise that this is a parental decision based on their child's maturity, ability and the safety and distance of the route between home and school.

It is our expectation that any parent wishing for their child to travel to and from school unsupervised will discuss this with school prior to the arrangement commencing. It is our position that children below Yea 5, would not ordinarily have reached the maturity to travel to and from school independently, unless there are exceptional circumstances.

In any cases where parents do wish for their child to travel to and from school independently, and they have notified school of this, we ask that parents confirm this in writing by letter or email.

In line with our Safeguarding and Child Protection policy, if we are concerned that letting a child leave unsupervised could pose a risk of harm, we will always ask for them to be collected by an approved adult, regardless of whether they usually travel independently.

8. Older Siblings Accompanying Children To and From School on Behalf of Parents

Similarly to children travelling to and from school without supervision, there is no law determining the age at which an older sibling can accompany their younger brother or sister to school. It is ultimately up to parents to decide whether they feel this is appropriate, considering:

- The maturity of all children involved
- The length and safety risks of the journey
- The behaviour and any additional needs of all children involved
- The relationships between all children involved

It is our expectation that any parent wishing for their child to be accompanied to and from school by an older sibling will discuss this with school prior to the arrangement commencing. It is our position that children under the age of 14 will not usually have reached the level of maturity to safely supervise siblings in Key Stage One or the Early Years on their journey to and from school.

In any cases where parents do wish for their child to travel with a sibling, and they have notified school of this, we ask that parents confirm this in writing by letter or email.

In line with our Safeguarding and Child Protection policy, if we are concerned that letting a child leave with a sibling could pose a risk of harm, we will always ask for them to be collected by an approved adult, regardless of the usual arrangements.

9. Managing Disputes About Drop Off and Pick Up

We understand that, in rare circumstances, there can be dispute between those with parental responsibility about who can and should be collecting children from school. It is our belief that it is in

the best interests of all children to know in advance who is picking them up from school each day, to promote a smooth safe school to home transition and so that they are not worrying during the school day.

We will follow the requirements of any court order in relation to specified collection arrangements, unless we feel to do so would be to put a child at risk of harm.

We will respect the views of those with parental responsibility, but it is not our role to act as a mediator or decision-maker in cases where there is a dispute.

10. Late Collection

Clayton St John recognises that we have a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

It is the responsibility of parents to collect their child(ren) on time at the end of the school day. The school day finishes at 3pm, at which point teachers will handover children to their parents.

Where parents are not present to collect their child(ren), they will stay in their classroom with their teacher until 3.05pm. If parents or an approved adult have still not arrived to collect their child(ren), they will be taken to wait in the main office as teachers are required to attend training sessions and/or staff meetings. At this point, our late collection procedures apply:

1. A member of school staff will check whether a message has been received to inform school of the reason for the late collection.
2. If no contact has been made, a member of staff will contact the parents. If they cannot be reached, the staff member will contact all other emergency contacts held on the school system so that an authorised adult can come and collect the child.
3. If we have been unable to reach an emergency contact and no authorised adult has arrived to collect a child by 3.30pm, we will contact Bradford Chidlren's Social Care in line with our Safeguarding and Child Protection Policy.

Children who have not been collected will remain in school under the care of at least two members of staff, at least one of whom will be a member of the safeguarding team. Staff will never take a child home with them, transport the child home or go in search of parents/carers. All incidents of this type will be recorded in line with our Safeguarding and Child Protection Policy.

We will keep records of late collections so that parents are aware, especially as late collections could be on days where other authorised adults are collecting. Where there are repeated instances of late collection, parents will be invited to meet with an appropriate member of staff in school to discuss the concerns and see what support is required. In some cases, children may be taken to our out of school care provison which will incur a cost to the parent or carer.
Further action may be taken depending upon the circumstances of charges for late pick up's.

11. What Happens if there are Safeguarding Concerns

If a child discloses that they do not want to go home due to abuse or neglect, we will follow our Safeguarding and Child Protection Policy. We will make appropriate referrals to Children's Social Care and, if required, the Police.

In these circumstances, it is possible that we will be instructed not to handover a child to their parent(s) and an alternative safety plan will be agreed with Children's Social Care and communicated to those affected.

If there are other concerns that mean it is not safe for us to hand a child over to the authorised adult that comes to collect them (e.g. because we believe they are intoxicated, under the influence of drugs or their behaviour otherwise indicates they are not in a fit state to safely look after a child), then we will contact another emergency contact and ask them to collect the child.

If there are no other contacts available to collect the child, we will prioritise the safety and welfare of the child. This may mean keeping them in school and taking further advice from Children's Social Care and, if required, the Police.

All incidents of this nature will be recorded in line with the Safeguarding and Child Protection Policy.

12. Links with Other Policies and Guidance

This Dropping Off and Picking Up Policy should be read in conjunction with the following policies and is underpinned by the below guidance:

- https://www.gov.uk/government/publications/keeping-children-safe-in-education--2Working Together to Safeguard Children
- Working Together to Improve School Attendance
- Dealing with Issues Relating to Parental Responsibility
- NSPCC Guidance on Dropping Off and Picking Up Before and After School
- Keeping Children Safe in Education 2025
- Safeguarding and Child Protection Policy
- Attendance policy

13. Policy Review and Monitoring

This Dropping Off and Picking Up Policy will be reviewed on a triennial basis or sooner if there are updates to guidance, legislation or our procedures. We will monitor the application of this policy to ensure it is working effectively to achieve its core purpose of promoting safe transitions of all pupils on a daily basis.