



Safeguarding Before and After School Policy and Procedures (dropping off and picking up)

Members of staff responsible:

Headteacher: Ms Rebecca Holmes

Date of policy: Autumn 2022

Review Date: Autumn 2025

This policy will be shared with parents and carers when a child joins the school. It is to be read, signed and returned to the school.

On enrolment to the school, parents/carers must provide the following information:

- The names and full addresses of parents/carers (including confirmation of parental responsibility/ private fostering arrangements and any relevant paperwork).
- Home, work and mobile phone numbers.
- Email addresses where appropriate.
- Two emergency/ authorised adult contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency.
- Information about any person who has been denied legal access to the child (with copies of any relevant legal documents).

This information will be stored securely. Parents are to update the school each time a change of information occurs in order that data held is kept up to date. .

First Day Notifications

Parents and carers are telephoned if the school has not been informed of an absence. Messages will be left on parents/carers contact numbers to request that they telephone the school with information regarding the absence. The school has a separate absence/attendance telephone line in order to enable parents/carers to contact the school when an absence occurs. When an absence spans multiple days Parents/carers must ring the school each day to update the school about their child's absence.

Children walking to/from school alone

- Children in Year 6 will need a letter that gives permission for the child to leave the school premises on their own after school or after a club.
- Unless otherwise stipulated all other children should be collected from the school site by the parents/carers.
- If the parents/carers are not able to collect the child/children at the end of the school day they are to contact the school office giving details of the individual(s) authorised to collect in their place. , This will then be entered, currently in the class red book which is used at the end of the school day by the class teacher when dismissing the children.

Older siblings accompanying a child to/from school on a parent's behalf

- Older siblings aged 14 or above may drop off or collect their younger sibling(s) from the school site but the school office must be pre-notified of this arrangement.

If parents/carers are unable to collect their child

- If the parents/carers or authorised people cannot collect the child and someone else will be picking up instead, parents/carers need to notify the school as soon as possible. If the person is unknown to the school they will be required to bring identification.

If parents/carers are late to collect their child

The school will attempt to:

- Contact the parents/carers on the telephone numbers or email addresses they have provided.
- Call emergency contacts if parents/carers cannot be reached in order to check if an authorised adult can come and collect the child.
- If children are not collected on time, and a reasonable reason not given, then children will automatically be placed in the After School club and parents/carers will be charged for that session.

The school will also;

- keep records of late collections
- In the event of frequent late collections, a letter will be sent home to parents/carers advising that frequent late collections may result in the school contacting children's social care if we are concerned about the welfare of a child.

If parents/carers fail to collect their child

- The school will make every effort to contact the parents/ carers and any authorised person whose details have been supplied.
- If by 4.15pm there is no response the school will consider applying child protection procedures and contact children's social care.

- While the child remains uncollected they will remain at school in the care of two fully vetted members of staff (one should preferably be the Designated Safeguarding Lead or deputy). Staff will not take the child home with them, transport them home or go in search of parents/carers.
- A full written report of the incident will be recorded.

What will happen if parents/carers appear unable to offer safe care of their child?

- There may be times when the school is worried that the adult collecting a child is under the influence of alcohol or drugs, or their behaviour otherwise suggests that they may not be in a fit state to safely look after their child. In this case, the school may decide to:
 - Contact another family member to collect the child.
 - Record the incident as a potential safeguarding concern. Repeated instances of an adult appearing unfit to provide safe care should be discussed with children's social care to seek advice on whether or not a referral needs to be made.

If an unauthorised person arrives to collect a child

- The School will not release children to any unauthorised person without first speaking to the authorised parents/carers.
- If a parent/carer turns up, who does not have legal custody of the child, then the school will contact the child's legal guardian.

If a child says they do not want to go home

- If a child discloses that they do not want to go home because of abuse or neglect, then the school will follow the child protection procedures.

If the child is at Busy Bunch after school club, their staff will follow the school guidelines and policies.

After school activities

- Registers must be taken at each club and recorded. If children are not present and there has been no communication about their absence then a phone call will be made to the parents/carers.
- ***If a child is at a club run by external providers, they must follow their own absence procedures and policies.***