DROP-OFF & COLLECTION POLICY

APPROVED: SEPTEMBER 2026

REVIEW: September 2029

1. Introduction

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for drop-off and collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils.

2. Aim

The start and end of the school day are busy times, and our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely. The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children leaving school premises. If a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed, they will be aware of procedures being followed.

3. Overview

This policy relates to situations where:

- Parents/carers wish the child to walk to/from school independently (years 5 & 6)
- Parents/carers wish to provide drop off/collection by an older sibling
- There are concerns about a parent/carer's ability to offer safe care
- Children are dropped off or collected late, not collected or wish to change the arrangements for collection at the end of the day
- Parents/carers use our wraparound care provision

Waterside Primary Academy prefers all children to be dropped off and collected every day by an adult (a person over the age of 18).

However, we appreciate that this may not always be possible. Therefore, we allow for parents and carers to nominate a 'Responsible Person' – someone aged 16 years or over. This is done by completing the written consent form in Appendix A. The person may be a;

- Parent/Carer
- Family member
- Child minder / Neighbour
- Someone over the age of 16 who has the parent/carer's written permission to collect the child from school.

Note: Email consent sent to office@waterside.school can be accepted in emergency situations only.

4. School Day Timings

	Year Groups	Times
School Drop-Off	**All**	**8.45-8.55am**
Lunch Break	**Nursery, Reception & Year 1**	**12.00-1.00pm**
	Years 2-6	**12.00-1.00pm**
School Finishes	**All**	**3.15pm (collection on lower playground)**

Note: For drop-off and collection, access to the school side is possible via Waterside Road, Blackhorse Avenue and Box Tree Close gates. Children in nursery, reception and year 1 must be walked to their class door/entrance gate and be handed over to a member of staff who will be positioned to greet them.

Note: Children in nursery who utilise 15 hours are to be collected at 11.45am from the Waterside Road entrance.

5. Extended Provision Timings (Wraparound Care & Extra-Curricular Clubs)

	Time	Entrance/Exit
Breakfast Club	**7.40am-8.45am (drop-off is only permitted between 7.40am and 8.05am)**	**Box Tree Close**
Wraparound Care	**3.15-4.15pm**	**Box Tree Close**
	3.15-5.30pm	**Box Tree Close**

6. Timings

School gates open at 8.45am in the morning and 3.10pm in the afternoon. Responsibility for children's safety cannot be taken by the school before 8.45am or after 3.15pm. All children remain the responsibility of the adult/carer/responsible person dropping them off until 8.45am. School gates shut at 8:55am in the morning, and 3:20pm in the afternoon. After 8.55am, the parent/carer needs to bring their child to the office where they will be marked in as 'late' on the register. Parents must come into the office and complete a 'late Pass' for their child after 8.55am. Similarly, children not collected by 3.20pm will be taken to the office for late collection (a late collection fee will apply). Parents will also need to come into the office to complete a 'Late Collection Form' after 3.20pm. The time marked on this pass will inform the late collection fee applied.

7. Pupils walking to/from school independently

The most important factor to consider about suitability of a child walking to / from school alone is any risk to the child. There is no set legal age that children can walk to and from school independently or be left on their own. At Waterside Primary Academy, we only allow children in years 5 & 6 to arrive and leave independently. However, it is an offence to leave a child alone if it places them at risk and therefore schools have an obligation to take action if they believe this is the case. If parents/carers wish to let their child travel to/from school independently, then they must assess the risks associated with the school route and their own child's confidence. An example of where this may happen is where parents want to increase the independence of their children as they prepare to leave primary school and move onto secondary school.

In other circumstances the school might identify alternative options, e.g. another parent taking the child home. If the school is in agreement for the child to make their own way home, the school will ask the parent to complete the 'Lone Walking' form in Appendix B to confirm the procedure. Parents and carers are responsible for updating information submitted on this form and the Headteacher will authorise this request if they feel the procedure is robust and the parent/carer accepts responsibility for any incidents that occur when their child leaves the school site. The school will not be held responsible or liable for any incidents following the child being dismissed from school. Parents should work with their children to build up their independence while walking to and from school together, through route finding, road safety skills and general awareness. The responsibility for their child's safety rests with parents and carers who choose for them to walk independently to / from school. If your child attends an after school club and this finishes outside of normal school hours, then specific permission must be given to the school regarding your child leaving the site. This will also need to be agreed by the school.

The Headteacher reserves the right to withdraw consent for a child to leave or arrive alone should any issues arise (e.g. poor behaviour, children going a different route home, children not going directly home).

8. Drop off/collection by an older sibling

There is no minimum age set in law when a young person is allowed to remain in charge of another child. But it is an offence to leave a child alone if it places them at risk, and this can include in the care of an older sibling if the level of supervision is 'likely to cause unnecessary suffering or injury to health' (Children and Young Persons Act, 1933). Parents/carers are therefore responsible for anything that should go wrong in their absence. If parents wish older siblings to drop off / collect younger children, they must complete the form in Appendix A. If the school has any concern that older siblings are not competent to take younger siblings to and from school or there are concerns about any

child's safety or welfare due to these arrangements, this will be raised with the parent and the Headteacher reserves the right to withdraw permission for a sibling to collect or drop off a child.

9. Parent/carers ability to offer safe care

If the school has a concern that the parent/carer is using drugs/alcohol and therefore may not be able to prove safe care for their child/children the school will speak with the parent/carer to inform them of the concerns and monitor the situation. However, if the extent of a parent's own needs mean that they cannot keep the child safe from harm, then a safeguarding referral to Children's Services will be made. If an adult with parental responsibility presents at school and staff are concerned that their presentation suggests they are unable to offer safe care, one of the Designated Safeguarding Leads will speak with the parent/carer to clarify the situation and assess the risk to the child. The school will aim to retain care of the child whilst awaiting the advice of Police and Children's Services but schools do not have the legal authority to retain a child against a parent/carer's will. If a parent/carer is under the influence of drugs or alcohol and takes the child/children off site the school will then ring for a Police welfare check on the non-emergency number, 101.

10. **Late collection/ non-collection**

Waterside Primary Academy does not expect any child to be collected late. If a parent/carer is delayed for any reason, it is the parent/carer's responsibility to call a responsible person to collect the child/children from school on their behalf. The school office will not make these calls and written permission must be made about these arrangements via email to office@watersideprimaryacademy.org.

The school procedures covering the collection of pupils at the end of school are to ensure children are safe and in the care of the parent or an authorised adult by 3.20pm at the latest. The school must have the full contact details of parents/carers and other adults (such as grandparents) authorised by the parent/carer to collect their child. It is the parent/carer's responsibility to ensure contact details are up to date and that they have sufficient authorised adults for a range of emergencies.

The following procedure will apply for collection of children:

- Children in the morning nursery should be collected from 11.45am
- Children in all other classes are to be collected directly from school staff on the lower playground at 3.15pm
- The responsibility is on parents/carers to complete these arrangements every day, including the responsibility to make their own arrangements with their person named to collect their child/children if they are going to be late for any reason.
- In the event of an emergency the school expects the parent/carer to make appropriate arrangements, so the child/children are collected by 3.20pm by a responsible person.
- Waterside Primary Academy's extended provision offers a range of clubs and enrichment activities before and after school. For more information, please go to our website or ask at the office. The same charges as above apply for late collection from clubs and wraparound care.

If a parent/carer or a responsible person has not collected the child/children from the school by 3.20pm on more than three occasions it will trigger the activation of child protection procedures including, where necessary, making a safeguarding referral to Social Care.

11. Expected Behaviours

At Waterside Primary Academy, we always expect exemplary behaviour from our staff, children and parents/carers. Where we feel that behaviour does not meet this high standard, we will arrange a meeting with those involved and, if necessary, we will ban individuals from our school site. Breaches to this code involve rudeness/lack of respect to staff enforcing this policy, smoking/vaping on or around the school site, being inappropriately dressed for

drop-off and collection, using inappropriate language or behaviour on or off our school site etc. This list is not exhaustive.

APPENDIX A – Responsible Person Consent Form

Name of Responsible Person	
Age (note: we may require evidence of this to verify they are over the age of 16)	
Child/ children being collected:	
Relationship to the child/ren:	
How do you know this person is responsible?	
Do you accept responsibility for any incidents should we release a child to this responsible person?	YES / NO ***(PLEASE MARK ONE RESPONSE)***

By signing this form below, you consent for us to release your child to the responsible person. You also accept full responsibility to ensure that your child is safe during their time with the responsible person. It is an offence to leave a child alone if it places them at risk, and this can include in the care of an older sibling if the level of supervision is 'likely to cause unnecessary suffering or injury to health' (Children and Young Persons Act, 1933). You therefore accept responsibility for anything that should go wrong in your absence.

You agree that if there is a concern that older siblings are not competent to take younger siblings to and from school or there are concerns about any child's safety or welfare due to these arrangements, this will be raised with the parent and the Headteacher reserves the right to withdraw permission for a sibling to collect or drop off a child.

Your name:	
Relationship to Child:	
Signature:	
Date:	

Note: this form grants permission for the above arrangement for 12 months from the signature date.

Office use:

Agreed by Headteacher: **Yes / No**

Signed:

Date:

APPENDIX B – Lone Walking Consent Form

Name of Child:	
Age:	
How do you know this person is responsible enough to walk home alone? What protective measures are in place? Have you walked the agreed route with your child?	
Agreed Route (please name the roads that your child will walk home/to meet you). ***Note: children are not to deviate from this agreed route on any occasion e.g. go to the park or go to a friend's house.***	
Do you accept responsibility for any incidents should we release your child alone?	YES / NO ***(PLEASE MARK ONE RESPONSE)***

By signing this form below, you consent for us to release your child alone. You also accept full responsibility to ensure that your child is safe during their time alone. It is an offence to leave a child alone if it places them at risk, and is 'likely to cause unnecessary suffering or injury to health' (Children and Young Persons Act, 1933). You therefore accept responsibility for anything that should go wrong in your absence.

You agree that if there is a concern that your child is not competent to walk to and from school alone or there are concerns about any child's safety or welfare due to these arrangements, this will be raised with the parent and the Headteacher reserves the right to withdraw permission for the child to leave alone.

Your name:	
Relationship to Child:	
Signature:	
Date:	

Office use:

Agreed by Headteacher: **Yes / No**

Signed:

Date: