

Ribchester St Wilfrid's Primary School: Drop Off, Collection and Walking Home Policy

Date of Policy: 2025-09-18

Review Date: September 2026

Policy Author: Katie Isherwood

Approved by: Katie Isherwood, Emma Taylor and Elise Lester (SLT)

1. Introduction and Purpose

This policy outlines the procedures for the safe and secure drop off and collection of pupils from Ribchester St Wilfrid's Primary School at the beginning and end of the school day, and during school activities. It also covers procedures for pupils who are permitted to walk home unaccompanied. The safety and well-being of our pupils are paramount, and this policy aims to minimise risks associated with collection and dismissal.

2. Scope

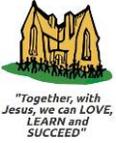
This policy applies to:

- All pupils attending Ribchester St Wilfrid's Primary School.
- All parents/carers responsible for collecting pupils.
- All staff members, including teachers, teaching assistants, administrative staff, and volunteers.
- Any other individuals involved in the collection or supervision of pupils.

3. Legal Framework and Guidance

This policy is informed by and complies with the following legislation and guidance:

- Children Act 1989 and 2004
- Education Act 2002
- Keeping Children Safe in Education (latest version)
- Working Together to Safeguard Children (latest version)
- Data Protection Act 2018 (GDPR)
- School Admissions Code



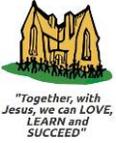
4. Roles and Responsibilities

- **Headteacher:**
 - Overall responsibility for the safety and well-being of all pupils.
 - Ensuring the policy is implemented effectively and reviewed regularly.
- **Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead:**
 - Providing guidance and support to staff on safeguarding matters related to collection and walking home arrangements.
 - Liaising with external agencies as necessary.
- **Class Teachers:**
 - Ensuring pupils are aware of the drop off and collection procedures.
 - Verifying the identity of individuals collecting pupils.
 - Reporting any concerns about collection arrangements to the DSL.
- **Parents/Carers:**
 - Ensuring that their child(ren) are fully supervised on school grounds before the school doors open at approximately 8:45am. Parents and carers are wholly responsible for the safety and wellbeing of their child before the school doors open.
 - Informing the school of collection arrangements for their child(ren).
 - Ensuring that any changes to collection arrangements are communicated to the school promptly and in writing via Dojo or email, or by calling the school office.
 - Providing the school with up-to-date contact information.
 - Ensuring that individuals collecting their child(ren) are authorised to do so and are aware of the school's collection procedures.
 - Collecting their child(ren) on time.
- **Pupils:**
 - Understanding and following the school's drop off and collection procedures.
 - Informing a teacher if they are unsure about collection arrangements.

5. Collection Procedures

5.1. End of School Day Collection

- **Designated Collection Points:**
 - Calder and Hodder classes will be dismissed from the back playground.
 - Ribble and Wyre will be collected at the main doors on the front playground.



- In adverse weather conditions we may dismiss children from a different location and this will be communicated to parents.

- **Authorised Collectors:**

- Pupils will only be released to parents/carers or individuals who are named on the pupil's contact list and authorised to collect them.
- If someone new is collecting a pupil, the parent/carer must inform the school in advance, providing the person's name and a description.
- Staff may request identification from individuals collecting pupils, especially if they are not known to them.
- Anyone collecting a child, or a sibling, must be aged 16 or over.

- **Late Collection:**

- If a pupil is not collected on time, the following procedure will be followed:
 1. The class teacher will attempt to contact the parent/carer.
 2. If the parent/carer cannot be reached, the school office will attempt to contact other emergency contacts listed on the pupil's record.
 3. The pupil will be taken to the school office and supervised by a member of staff.
 4. If the pupil has not been collected within one hour of the end of the school day, the DSL will be informed, and further action may be taken in accordance with safeguarding procedures.

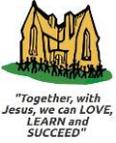
5.2. Collection During School Activities (e.g., Forest School, Enrichment Days)

- The same principles of authorised collectors and communication apply to collection during school activities.
- Parents/carers will be informed of the specific collection arrangements for each activity in advance.
- Staff will ensure that pupils are supervised until they are safely collected.

6. Walking Home Arrangements

6.1. Permission to Walk Home Unaccompanied

- Pupils in Wyre (Years 5 and 6) may be permitted to walk home unaccompanied, subject to parental/carer consent.
- Parents/carers must complete a "Walking Home Permission Form" indicating their consent and acknowledging their responsibility for their child's safety. This can be obtained from the school office.



- The school reserves the right to refuse permission for a pupil to walk home unaccompanied if there are concerns about their safety or well-being.
- Parents are responsible for deciding if their child is mature enough to walk home unaccompanied.

6.2. Safe Walking Routes

- The school encourages parents/carers to discuss safe walking routes with their child(ren).
- The school may provide guidance on recommended walking routes, taking into account factors such as traffic, pedestrian crossings, and visibility.

6.3. Procedures for Pupils Walking Home

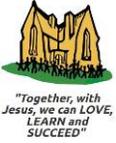
- Pupils walking home unaccompanied must leave the school premises promptly at the end of the school day.
- Pupils are expected to behave responsibly and follow the rules of the road.
- If a pupil experiences any problems while walking home (e.g., feeling unsafe, getting lost), they should seek help from a trusted adult (e.g., a shopkeeper, a police officer).
- Road safety sessions happen in school throughout the year.
- For children travelling home on a bike or scooter, they are not allowed to leave the school premises without a helmet.
- Bikeability sessions are taught to every child from pre-school to Year 6 to promote road safety, bike safety and scooter safety.

7. Communication

- This policy will be made available to all parents/carers on the school website and in the school handbook.
- Parents/carers will be informed of any changes to the policy.
- Staff will be trained on the implementation of the policy.
- Information about collection arrangements will be communicated to pupils in an age-appropriate manner.
- Communication with parents/carers will be done via Class Dojo, email or a phone call.

8. Safeguarding

- All staff members have a responsibility to safeguard pupils.
- Any concerns about a pupil's safety or well-being related to collection or walking home arrangements must be reported to the DSL immediately.
- The school will follow its safeguarding procedures in accordance with Keeping Children Safe in Education.



- Staff attend annual safeguarding training and PREVENT training. Safeguarding concerns are also discussed weekly at SLT and staff meetings.

9. Data Protection

- The school will handle personal data in accordance with the Data Protection Act 2018 (GDPR).
- Information about collection arrangements will be stored securely and only accessed by authorised personnel.

10. Monitoring and Review

- This policy will be reviewed annually by Katie Isherwood, headteacher.
- The review will take into account feedback from staff, parents/carers, and pupils.
- The policy will be updated as necessary to reflect changes in legislation, guidance, or school practice.