

Cliftonville Integrated Primary School



Drop Off/Pick Up Policy/Safeguarding Children

Policy Agreed: March 2022

Review Date: September 2022

Rationale

The purpose of this policy is to ensure that pupils at Cliftonville Integrated Primary School (CIPS) are safe when they are being dropped off at and collected from school. It is important that everyone is clear about the routines. This policy has been drafted with consideration for the NSPCC's, 'Briefing for schools: safeguarding considerations for before and after school (dropping off and picking up)' September 2018 [Access Here](#)

Drop-Off to School:

1. Pupils will arrive to school safely and punctually
2. Children should be dropped off at the front barrier in the mornings for safety reasons.
3. CIPS will open gates at 8.50a.m. for Primary 1-Primary 7 pupils and classroom assistants will guide pupils to their classrooms. Pupils in Nursery can be dropped off at the Nursery entrance at 9.00a.m.
4. Pupils in Nursery and Primary 1 will have varying start times for their induction at the beginning of the school year.
5. Teachers will greet pupils from Primary 1-Primary 7 outside their classroom doors at 8.50a.m. and welcome pupils into their classrooms.
6. Parents are asked not to drop children in Primary 1-Primary 7 off before 8.50 a.m. unless they are enrolled and escorted to the 'Breakfast Club' (see below). Parents must not leave children unaccompanied on the school site prior to 8.50a.m. as there will be no supervision in the school playground before this time.
7. Classroom Assistants will be on duty in the morning. If you need to leave an urgent message or speak to a member of staff, please call reception where office/school staff will assist you in every way possible or provide a note with your child for your child's class teacher.

Breakfast Club (Primary 1-Primary 7):

At CIPS we know that breakfast is the most important meal of the day. To help support parents, we offer Breakfast Club from 8.00a.m. until school starts. In addition to enjoying a range of cereals, yoghurt and toast children will enjoy a variety of fun activities with their breakfast club friends - ensuring they start the day happy and ready to learn.

Late Arrivals:

Children arriving late must not be left unaccompanied in the school grounds. Parents are advised to escort their children to the reception area as all other doors/gates will be closed from 9.05a.m. onwards. At reception, school staff will assist pupils (Nursery –Primary 2) to their class, if required. If younger children are reluctant to walk to their class unattended, office staff may phone down to the classroom and if an assistant is available, will ask an individual to come up to encourage the reluctant child to go to class. The above is subject to relevant staff being available and parents will be asked to stand with children until a member of staff is available. Primary 3 to Primary 7 pupils will be expected to walk safely to their classroom. Lateness is recorded at registration and will impinge on your child's overall attendance record. If your child appears reluctant to attend school, please discuss the matter promptly with the class teacher or Principal to ensure that both you and your child receive maximum support.

Collection from school:

1. Teachers must be sure that pupils' leaving arrangements are SAFE.
2. Teachers will not allow children to leave with unknown persons, or other parents without prior knowledge of the arrangement.
3. Parents/Guardians are asked to collect children punctually from the designated exit, as teachers have teaching and planning commitments at the end of the school day.
4. Parents/Guardians should ensure that their child fully understands who is collecting him/her from school.
5. Parents/Guardians must inform their child's class teacher of any change to the normal daily pick-up arrangement.
6. Where there is any doubt, teachers will hold the child in school and inform the Principal or Senior Management, who will take responsibility for the child and seek clarification by telephone.
7. Nursery pupils finish at 1.30p.m. each day (other than varying finish times at the beginning of the school year).
8. Children in Nursery will be picked up by a parent/guardian or agreed person from the Nursery door.
9. Primary 1-3 children finish at 2pm each day (other than when P1 have varying finish times at the beginning of the school year)
10. Primary 4-7 children finish at 3pm each day, apart from Wednesday when they finish out at 2pm.
11. Children in Primary 1- 4 will be picked up by a parent/guardian or agreed person from the front playground.
12. Children in Primary 5-7 will be dismissed from the front of the school and a Parent/Guardian or agreed person will meet the child at the front gates of the school or the child will walk home, if permitted (see point 13 below). If there is no-one to collect the child, the child is expected to return to the school and they will be brought back into school, until they are collected.
13. Pupils in Primary 4-7 are allowed to walk home alone or with an older sibling, with written permission from Parents/Guardians and agreement from CIPS that it is appropriate and safe to do so.
14. When a Parent/Guardian or agreed person collects the child from school, it is their responsibility to supervise the child as they leave the school site. **CIPS takes no responsibility for accidents incurred on the school grounds after handover.**

Leaving early for an urgent appointment or unforeseen matter

1. Pupils should only leave school in exceptional circumstances or when they have an emergency appointment. Leaving school early disrupts a child's education, but also disrupts the routine of the classroom and means that the office staff are taken away from their core duties.
2. If a child is to leave school early due to a medical appointment or for another urgent reason, a note is required in advance to inform the class teacher. Parents/Guardians are asked to call at reception where the child can be collected. If a note has not been forwarded to the class teacher in advance, parents should go to the reception. The administration staff will inform your child's teacher.
3. In the best interest of your child's education, medical or dental appointments should be made after school or during holidays, where possible.

Late Collection of a child

Parents/Guardians share in the responsibility to work with school staff to ensure their children are safe and in the care of a responsible adult. The expectation is that a Parent/Guardian or agreed person collects pupils punctually, unless there is an extenuating circumstance. The above also applies if children partake in an extra-curricular activity.

1. Parents should notify the school immediately (by contacting the school office) if it becomes apparent that the person collecting their child may be late.
2. If the Parent/Guardian or agreed person collecting the child is going to be late whatever circumstance, the child will be informed and accompanied back into school by an adult and they will wait in the Office Lobby or at their classroom (with their teacher, classroom assistant or office staff). Children must not leave the school grounds without permission.
3. If the Parent/Guardian or agreed person is more than 10-15 minutes late, the Parent/Guardian will be phoned on their home, work and mobile numbers.
4. If it is not possible to reach the Parent/Guardian, we will telephone the emergency contacts that have been provided.
5. In the event of alternative arrangements being made in an emergency, the Parent/Guardian must give verbal consent for an agreed person to take the child home. The school will phone the Parent/Guardian to confirm that this arrangement was made at their request and with their consent.
6. We may keep a record of incidents where a Parent/Guardian or agreed person are late for no explained or good reason, or where there are repeated incidents.
7. In the event of a child not being collected from school and the school being unable to contact any emergency contacts/receiving no notification from the Parent/Guardian within 45 minutes of the end of the school day, the school will follow its child protection procedures.
8. The school will keep detailed, timed records of the action taken and calls made to contact the Parent/Guardian and emergency contacts. Under no circumstances will school staff go to look for the Parent/Guardian or take the child home with them. Once the situation has been resolved, the Parent/Guardian may receive a letter home or be invited to meet with Mr. Fletcher to discuss the steps they could take to avoid a recurrence of this situation, e.g. ensuring that the school has current contact details, including emergency contacts.
9. Until the child is collected, they should stay at school in the care of two fully vetted members of staff (one should preferably be the nominated child protection lead or deputy child protection lead).

Arriving/Leaving school safely

1. In the interests of the children's safety, to avoid the potential of accidents and to ensure easy access for emergency vehicles, the car park must **not** be used to drop off children before school or when collecting children at the end of school. This also applies to after-school activities.
2. Parking restrictions should be respected and cars should not park over residents' driveways or block them in. **Parents/Guardians or those dropping off/collecting children should not park in Easton Avenue.**
3. If a Parent/Guardian or child is crossing the road, please ensure they cross with the patrolperson.
4. Children should return from medical/dental appointments if they are able to do so.
5. Parents/Guardians should work with their child to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness.
6. Children attending 2-3 club, Ready to Learn or any after-school activity must meet Parents/Guardians or the person collecting them, from the agreed area. Children attending any activity or club after school must stay under the safe supervision of the adult in-charge. Children must remain with this adult until they are safely handed over to their Parent/Guardian or agreed person at the end of the activity.
7. If a child should not arrive home at the expected time the Parent/Guardian is expected to notify the school immediately.

A Parent/Guardian or agreed person for collection appears unable to provide safe care for the 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 the child. In this case, the school may decide to:

1. contact another family member to collect the child
2. 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 Services. Schools do not have the legal authority to keep a child on the premises against a parent/guardian's will. However, the school will always act in the best interests of the child and under child protection, may not release the child until they have sought clarification from Gateway Services Child Protection and/or Education Authority Safeguarding Team. If the school has immediate concerns about a child's welfare and the parent/guardian or agreed person still insists on taking the child, then the school should:

1. contact the police
2. make a safeguarding referral to children's social services
3. keep a full written report of the incident.

What to do if a child says they don't want to go home

If a child discloses that they don't want to go home because of abuse or neglect, then the school should follow their child protection procedures.

Extra-Curricular Activities

The same procedures for drop-off and collection can be applied to extra-curricular activities, including, but not limited to 2-3 club, Ready to Learn, Friday Clubs and After School Clubs.

Monitoring and Evaluating the Policy

This policy will be reviewed every three years or as required due to changes in guidelines/legislation or practice within school.

Principal: _____ Date: _____

Chair of Board of Governors: _____ Date: _____

Review Date: September 2022

