



THE GREVILLE PRIMARY SCHOOL

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Dropping off and picking up procedures before and after school

Gathering information from parents/carers

On enrolment to the school, parents/carers provide the following information for each child:

- The names and full addresses of parents/carers (including confirmation of parental responsibility or private fostering arrangements and any relevant paperwork)
- Work/mobile/home phone numbers and email addresses where appropriate
- Two 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).

The school will use a secure system to store this information.

Children travelling to and from school without supervision

There is no law that states what age children may travel to and from school unsupervised. Parents/carers make their decision based on their child's maturity, ability and the safety and distance of the route to school. At The Greville, we ask that children in Year 4 and below are accompanied by an adult or an older sibling. In the rare event this cannot happen, a discussion between the school and parent/carer takes place to explore this further to ensure the safety of the child is considered.

What happens with late pick-ups or if no one turns up?

In the event of lateness for collection the school will:

- Contact the parent/ carer
- Call emergency contacts if parents/carers cannot be reached so an authorised adult can come and collect the child
- Keep records of late collections.

If parents/carers have authorised someone else to collect the child, and he/she is late, the school will inform the parent/carer.

Persistent lateness might indicate that a parent is struggling to meet the child's needs. The school will contact the parent/carer outlining its concerns. This will be recorded as a safeguarding concern using the school's safeguarding procedures.

If the school has an ongoing concern about a child's welfare, it may make a referral to children's social care so that the family can receive support.

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What happens if a parent/carers cannot pick up?

If parents/carers or other authorised people are not able to collect the child and have arranged for someone else to come instead, the parent/carers must notify the school as soon as possible. Identification may be required when the person comes to collect the child.

In some cases, a password system may be used for collection of the child.

If nobody comes to collect the child, the school will make every effort to contact the parents/carers or authorised person whose details have been supplied. If no contact has been made by 5.30pm (2 hours after the end of the school day), the school will contact children's social care. (The same process will apply to a child left for a long time after an evening event.)

Until the child is collected, he/she will stay at school in the care of two members of staff (one will preferably be the nominated designated safeguarding lead or deputy safeguarding lead).

School staff will not:

- Take the child home with them
- Transport the child home
- Go in search of the parents/carers

The relevant safeguarding lead will make a written report of the incident and this will be added to the child's safeguarding records. If appropriate, it will also be shared with children's social care.

What happens if someone else comes to collect a child?

Schools should not allow children to go with any unauthorised person without first getting permission from parents/carers. If a child's social worker is planning to collect him/her from school, this should be agreed in advance by the child's parents/carers.

If an unauthorised person arrives to collect the child, the school should contact the child's legal guardian. If the school is unable to contact the child's legal guardian, or the legal guardian does not give his/her permission, the school will be unable to release the child to anyone else without authorisation from the child's legal guardian.