

Cavendish Close Infant and Nursery School
Dropping off and picking up safely procedures

Gathering information from parents and carers.

At Cavendish Close Infant and Nursery School the safeguarding of children is our utmost priority. A vital part of keeping children safe is ensuring that we know who is responsible for dropping off and picking up each child.

On enrolment parents and carers will be asked to provide the following information for each child:

- the names and full addresses of parents and carers (including confirmation of parental responsibility or private fostering arrangements)
- home, work and mobile phone numbers
- email addresses where appropriate
- two authorised adult contacts who may be called in the event of the parents or 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)

A secure system is used to store this information and it is updated on an annual basis.

Older siblings accompanying a child to or from school on a parent or carer's behalf.

At Cavendish Close Infant and Nursery School we will not send a child home with an older sibling unless the sibling is aged 16 or older.

Managing disputes about drop off and pick up

Problems around who should be picking up or dropping off a child can arise when there are disputes between a number of adults claiming to have parental responsibility.

The Department for Education (DfE) has produced the following useful guidance to support schools in understanding and dealing with issues relating to parental responsibility:

[Understanding and dealing with issues relating to parental responsibility - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

What happens if parents or carers are late to collect their child?

Being late for pick up or not turning up at all can be a cause for concern, so procedures are in place to deal with this.

The school procedures to be followed if a child is not collected from school can be accessed in our Attendance policy by following this link:

<https://www.cavclosei.derby.sch.uk/wp-content/uploads/2023/12/Attendance-Policy-2023-2024.pdf>

In the event that a child is not collected by a parent or carer, the Headteacher or the school's Designated Safeguarding Lead (DSL) will be informed immediately.

The school will:

- contact parents or carers
- call emergency contacts if parents and carers cannot be reached so an authorised adult can come and collect the child
- keep records of late collections.

If parents and carers have authorised someone else to collect the child, they may not always be aware the child is being collected late, so it is important to keep them informed if this happens.

Persistent lateness may indicate that a parent is struggling to meet their child's needs. Our persistent school late collection procedures will be followed as outlined in our school Attendance Policy.

What happens if parents or carers cannot collect their child?

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

If nobody comes to collect the child, the school will make every effort to contact the parents, carers or authorise person whose details have been supplied. If the child has not been collected after 30 minutes past the end of the school day, the Headteacher/DSL should alert the social care duty team.

Until the child is collected, they should stay at school in the care of two members of staff who have undergone the appropriate vetting and barring checks (one should preferably be the nominated child protection lead or deputy child protection lead).

School staff and volunteers should never:

- take the child home with them
- transport the child home
- go in search of parents/carers.

The nominated child protection lead should make a full written report of the incident. This report should be added to the child's safeguarding file. If appropriate, this report should also be shared with children's social care.

What happens if someone else comes to collect a child?

School will not allow children to go with any unauthorised person without first getting permission from parents or carers.

If a child's social worker is planning to collect them from school, this should be agreed in advance by the child's parents and carers.

If an unauthorised person arrives to collect the child, we will contact the child's legal guardian. If the school is unable to make contact with the child's legal guardian, or the legal guardian does not give their permission, the school should explain that they are unable to release the child to anyone else without authorisation from the child's legal guardian.

If an unauthorised person refuses to leave the premises, becomes aggressive or violent or attempts an unauthorised removal of the child then it may be necessary to contact the police. This should be recorded as a safeguarding concern using the school's usual safeguarding procedures.

What happens if there are safeguarding concerns?

A safeguarding concern can arise at any time during the school day, so it is vital that all members of staff know exactly what to do in this event.

If staff believe that a child is in immediate danger, the police will be contacted on 999.

If there are concerns about a child but they are not in immediate danger, concerns must be shared and our school safeguarding procedures must be followed as outlined in our Child Protection and Safeguarding Policy 2023-24.

<https://www.cavclosei.derby.sch.uk/wp-content/uploads/2023/09/Safeguarding-and-Child-Protection-Policy-2023.24.pdf>

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

What happens if parents and carers appear unable to provide safe care for 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 the child.

In this case, the school should:

- contact another family member or authorised person 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.

If the school has immediate concerns about a child's welfare, and an alternative family member or authorised person is not available to collect the child, the school has a duty to prioritise the welfare and safety of the child.

The school should attempt to keep the child on the premises until they have received guidance or support from children's social care or the police on what action to take.

If, despite the school's efforts the parent insists on taking the child, then the school should:

- contact the police
- make a safeguarding referral to children's social care
- keep a full written report of the incident.

Activities on school premises

Our school's procedures for dropping off and collecting pupils applies to after school clubs on our school premises.

If school allows other organisations to use the premises for activities or events, steps will be taken to keep children safe. This includes asking groups to share their safeguarding and child protection policy and procedures and checking that these are adequate. Our own safeguarding and child protection policy will be shared and the groups will be required to comply with it. Agreement to this should be given in writing.