Newtown Primary School
Dropping off and picking up procedure

As part of our safeguarding responsibility this policy reflects our expectations for keeping children safe before and after school.

On enrolment to the school, parents/carers should provide the following information:

- The names and full addresses of parents/carers (including confirmation of parental responsibility/private fostering arrangements and any relevant paperwork)
- Home, work and mobile phone numbers
- 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).

This information will be stored on a secure system and will be updated on an annual basis.

Children walking to or from school alone

Whilst there is no law on what age children may travel to school unsupervised as a school, we recommend that if your child is in year four or below then they need to be accompanied by an older sibling or an adult on their journey to and from school.
At the beginning of each school year we send out consent forms to pupils in year five and six. These need to be signed and returned to the school office if you would like your child to walk from school alone.

If you are late to collect your child.

If you know you will be running late or unable to collect your child you need to contact the school office as soon as possible to give us your consent to release your child to the named contact who will be collecting them.

If you are late and no message has been received, we will:

- Contact you on the numbers you have provided us with
- Contact emergency contacts if you cannot be reached, so an authorised adult can come and collect your child.
- Keep records of late collections.
- In the event of frequent late collections, we will send a letter to advise you that this could result in school contacting social care if we are concerned about the welfare of your child.

Whilst your child remains uncollected, they will stay in school in the care of a school staff member.

We will make every effort to contact an authorised person to collect your child. However, in the event that we are unable to make contact with anyone by 4:30pm, social care will be contacted.

What would happen if parents/carers appear unable to offer safe care of their child?
In the event that the school are worried that an adult collecting a child is not in a fit state to safely look after that child we may: • Contact another authorised contact to come and collect the child. • Record the incident as a safeguarding concern. • Share this information with social care if necessary. If a child discloses that they do not want to go home because of neglect or abuse, then we would follow our child protection procedures as appropriate.
All of the above procedures apply for dropping off and collecting pupils from clubs that take place on the school premises.

Oct 2025