



**MOUNT HAWTHORN EDUCATION SUPPORT CENTRE**

## **Pick Up and Drop Off Policy**

**2021-2023**

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## *Policy Aim*

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To provide a procedure for dropping off and collecting children, which is clear and ensures the safety and wellbeing of all children in our care.

To provide parents with a clear understanding of procedures they are required to follow with specific communication procedures to ensure we can provide high quality care of their children.

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## *Drop Off*

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### **STUDENTS DROPPED OFF BY PARENTS/CARERS**

Students will not be accepted at school before 8.30am. Students attending Out of School Care (OSCA) will be brought into the school by OSCA staff after 8.30am.

On arrival the parent/carer bringing the student to school is responsible for handing the duty of care for the child to a member of staff in the school, usually the classroom teacher or education assistant. Students should be brought into the school by the back door, not through the front office. In exceptional circumstances, and with written agreement of parents and teachers, students may be allowed to walk up from the parent's vehicle into the school alone as part of their independence training. This situation will be subject to review at all times and may be terminated without notice if either parents/carers or teachers wish to do so. In this case, parents/carers will be required to walk into the school with the student and hand over duty of care.

### **STUDENTS DROPPED OFF BY SPECIAL BUS**

We are serviced by two special buses which are provided by Transperth. Special buses pick students up from their house every morning and drop them back at home in the afternoon. Communication about the bus service is between Transperth and parents. It is the parent/carers responsibility to inform the bus driver, in advance whenever possible, if the student will not be on the bus either in the morning or the afternoon. Parents/carers must also inform the school either by a note in the communication diary or by phone call to the school if bussing arrangements are changed. The school or bus will not follow the advice of each other if changes are made, both parties require direct input from parents to make any transport changes.

When students arrive at school in the morning, school staff will be waiting at the bus drop off area of Killarney St to accompany students from the bus to the classroom. Bus personnel will transfer duty of care from themselves to the school staff. Students will not be dropped off by buses if no school staff are present. Bus staff will call the school if school staff attendance is absent and needed.

Classroom teachers will enter all student attendance online in the Attendance area of Integris every day, registering if students are present or arrive late or leave early, using appropriate codes.

Parents should inform the school by phone or email in the morning if a student is not to attend school on that day. This information enables the school to plan for suitable staffing of classrooms each day.

### **COMMUNICATION OF INFORMATION**

Any points of information should be recorded by parents in the student's daily diary, such as any particular requirements for the day, if a student is to be absent the following day such as for medical appointments and any changes to collection of the student at the end of the day.

School staff will check all students' diaries every day.

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### *Collection*

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Students may be collected from 2.30 and must be collected by 3pm.

School staff will hand over duty of care to parents/carers when they arrive. Parents should not remove students without making their presence known to staff. Parents are required to come to the classroom to collect their children. However, in some circumstances, students may be taken down to Killarney St to the bus pick up area to meet parent vehicles between 2.30 and 2.45 only. Parents/carers must step out of their vehicle and take over duty of care and help the child into their own vehicle, staff are not permitted to do this.

If students are collected early in the day, parents/carers must come to the office and sign the student out, indicating time of departure. The parent/carer must also ensure that the teacher is aware that they are taking the child from the school.

If the child is to be collected by a person other than the usual parent/carer, parents must have personally informed the office as well as the classroom teacher prior to pick up. The person picking up the child should be asked to bring photo identification. The authorised person is required to give proof of identification (photo ID such as a driver's license) to teachers if they have not seen them previously. Women wearing a burqa may be asked to remove the burqa in a private area in front of a female staff member if identification is required.

School staff will not release the student to anyone who is not authorised without prior consent from parents/carers.

In cases of an emergency and the parent/carer or an authorised person cannot collect the child, the parent/carer must personally ring the school to let the office know. The

parent/carer will be required to indicate who will collect the child, give a description and ask the person to provide staff with proof of identity e.g. Driver's License.

If the centre has not been notified and someone other than the parent/carer or authorised person comes to collect the child, school staff will ring the parent/carer to obtain authorisation. The child will not be released from the centre until proper authorisation has been received.

Students will not to be released into the care of persons not authorised to collect the child, e.g. court orders concerning custody and access. If an unauthorised person is not willing to leave the premises without the student, school staff will call the police.

If the person collecting the child appears to be intoxicated, or under the influence of drugs, and school staff feel that the person is unfit to take responsibility for the child, the school staff will bring the matter to the person's attention before releasing the child into their care. School staff will suggest that they contact another parent/carer or other authorised person, inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another authorised person, school staff will inform the police of the circumstances, the person's name and vehicle registration number.

School staff cannot prevent a parent from collecting a child, but do have a moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child.

### **UNCOLLECTED STUDENTS**

If a student is not collected by 3pm, school staff will call parents/carers to determine what has happened. Two school staff will remain with the student at the school until the parents/carers arrive.

If it proves to be impossible to contact a parent/carer or any emergency contact numbers and it has not been possible to arrange for the child to be collected, the Police will be contacted. Under NO circumstances are school staff to take the student home or release them into the custody of an adult without the appropriate authorisation.