# Policy Agreed: October 2018 Review Date: October 2020



**‘*Living, Learning Together’***

# Pick Up Policy / Safeguarding Children

**In the interests of the children’s safety, it is important that everyone in school is clear about pick-up/collection routines and therefore we ask for your support in following the guidelines:**

* It is important your child fully understands who is collecting them from school;

* Your child’s class teacher should be informed of any change to the normal daily pick-up arrangement;
* No-one under the age of 15 should be given responsibility for bringing or picking up a child from Maghera primary School;
* No child in Foundation or Key Stage 1 will be allowed to walk home alone.
* If you are unavoidably delayed please phone the office and let us know a.s.a.p. and we will take an appropriate course of action;
* For pupils in P1/2 the person picking up the child should wait at the P1 entrance or stand at the school railings in line of sight of staff dismissing children in the playground.

* Please advise your child that, if you do not arrive, he/she should make this known to a member of staff and wait under their supervision. This will reinforce what we are telling them in school and will avoid unnecessary worry;

* In the interests of the children’s safety, to avoid the potential of accidents and to ensure easy access for emergency vehicles, the staff car park must not be used to drop off children before school or collect children at the end of school (this also applies to after school activities). The car park entrance must not be used to turn. The only exception should be if a prior arrangement has been approved by the Principal for those in receipt of a Disabled Badge.

It is school policy that children in P1-P3 classes should be collected by an adult unless otherwise agreed through discussion with the Principal.

## 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.