



**The Park Federation Academy Trust  
Iver Village Infant Academy**

**Safe Handover Policy 2025-2026**

## Approval History

<b>Approved by</b>	Kelly Wright
<b>Date of approval</b>	August 2025
<b>Date of review</b>	August 2026

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## Version History

Version	Date	Status and Purpose	Changes overview
1	12/08/2025	Final	Policy created

## **SAFEGUARDING PUPILS DURING DROP OFF AND COLLECTION AND ADVICE ON WALKING HOME ALONE**

**This policy must be read in conjunction with:**

- IVIA Missing Child Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy

There are no laws around age or distance of walking to and from school. A families' guide to the law states:

*"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school."*

Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. **However, as a school we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.** (See our Safeguarding and Child Protection Policy on the school website)

### **CHILDREN WHO ATTEND EARLY YEARS FOUNDATION STAGE (EYFS) AND KEY STAGE 1 (KS1)**

- Our policy is that no pupil in Foundation Stage or Key Stage 1 should walk to or from school on their own, or be left on their own on the school premises either before or after school.
- At collection, we will only hand over pupils to named adults or older siblings, provided that they are 18 years old or above.
- Pupils will not be handed over to other adults unless the school has been informed by the parent or carer that they have made this arrangement. The school must have the name of the adult for collection to commence.
- Parents and carers must inform us of any drop off and collection arrangements at the start of a

to be informed of the correct information. We also ask that parents and carers keep us informed of any changes in arrangements throughout the year, preferably by letter, to the school office.

- If someone else arrives to collect a child, and we have not been notified, the adult will be required to wait until we have verified their identity with the parents or carers. Please understand that if you, or the adult collecting, are questioned about this it is purely for the safety of your child and is not meant to be unhelpful or judgemental in any way.
- These arrangements are also in place for children who attend our breakfast club and/or after school clubs.
- If an adult is late to collect a child, they will be kept in school and parents or carers will be contacted. If contact cannot be made, and the child is not collected within 1 hour, we will consult with the Local Authority Children's Social Care Services to get advice on how to proceed.
- We will not allow older brothers or sisters in school to collect younger siblings as this does not guarantee the safety of all the children involved.
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#### ADDITIONAL ADVICE FOR PARENTS AND CARERS

- Walking to school is a great opportunity to learn road safety skills. The best way to do this is to walk with your children from a young age, teaching them about crossing the road and learning how to navigate.

#### OTHER INFORMATION ABOUT DROP OFF AND COLLECTION

- If you have a special circumstance that requires your child to be released with a password then please contact Mrs Wright, the school's Designated Safeguarding Lead, who can discuss this with you and arrange this.

#### **Missing child protocol and procedures at drop off or collection times**

There may be a number of scenarios where a child could go missing during a transition or at a handover time:

##### **A) A child has been handed over to a parent/carer, by a member of staff, and then the child and parent/carer have become separated:**

- Parent/carer waits at the classroom door with a member of staff in case the child returns to the classroom.
- Ask parent/carer where they last saw the child and a description of what they are wearing, name, age/class and any SEND needs.
- Alert Safeguarding Team/SLT and other staff members will also be directed to start the search - provide a description of the child to aid the search.
- Office staff to call home to see if the child has arrived home unaccompanied, or with another adult.
- Send premises staff to the gates and alert other staff on the gates to monitor for any children without an adult.
- Staff to retrace the steps that the parent/carer took and search outside spaces.
- Nominate staff to walk the journey home to see if the child can be found on route.
- Staff to check indoors e.g toilets, classroom, hallways, lost property, hall, clubs, canteen.
- Staff to communicate via walkie-talkies and/or whatsapp groups
- If the child is found, provide comfort if needed and escort back to the classroom, or office, where the parent/carer is waiting.
- If the child is found on route to their home by school staff, they must alert the school and

wait with the child until the parent arrives.

- Debrief and remind the child what to do if they get lost again.
- If the child has not been found after **20 minutes** the police must be called on **999**
- Parent/carer to be supported by school staff.

**B) If the child has not been handed over to a parent/carer, and can't be found:**

- A member of staff would contact home (including any other contact numbers if unsuccessful) to see if they have returned home alone and explain the situation.
- If at home time, ask the parents or person at home if anyone else could have come to collect them.
- Notify the Principal and/or the Vice Principal and DDSL. Any available member of staff should then search every possible accessible place such as toilets, cloakroom, welfare room, cupboards, store room etc.
- Notify the Premises team so they can ensure that the site is secure and then join the search.
- The Chair of the Academy Council and the Governor responsible for safeguarding would be informed.
- If at home time, ask any children remaining with the class teacher if they saw the child leave with anyone.
- Check any before school or after school options that the child could be at.
- Locate any siblings that the child may have and ask if they know where the child might be.
- Staff to carry out a search of the whole school site and surrounding roads adjacent to the school.
- Once all options have been exhausted, reviewed and ruled out call the police **within 20 minutes**.
- A full incident report would be prepared and, if necessary procedures would be adjusted.

**IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE, PLEASE ENSURE YOU LET US KNOW IN WRITING IMMEDIATELY.**