

Child Drop-off and Collection Staff Procedure



Weekday School

Purpose

To ensure that all children are safely dropped off at the start of each school session and collected responsibly at the end. Children are only released to authorised individuals, in line with safeguarding requirements.

Drop-Off Procedure

1. Arrival & Line-Up

- Students are dropped off at the atrium in accordance with the Karima Weekday School Drop-off and Collection Policy.
- Students must remain seated in their designated class lines until guided to classrooms by their ustadha.
- Ustadhas should remain with their class, using this time to engage positively with students and build relationships (not for personal conversations between staff).

2. Atrium Conduct

- The atrium must remain calm and orderly.
- Students are not permitted to run around or use the water fountains to fill bottles.

3. Supervision

- From the moment students are handed over by parents, staff assume responsibility for their care and safety.
 - Ustadhas must ensure student safety and adherence to school rules during drop-off.
 - Mobile phone use is not permitted while supervising students.
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End-of-Session Procedure

1. Line-Up

- At the end of class, students line up with their ustadha in the atrium.
- Children must remain in line until released directly by their ustadha.

2. Authorised Collectors List

- Each class has a printed Authorised Collectors List (kept in the class box).

- This list contains the names of individuals nominated by parents/guardians at the start of the academic year.
- Ustadhas are not expected to memorise the list; it should be checked whenever necessary.

3. Temporary or One-Off Collectors

- Parents may notify the school in advance if a different person will collect their child.
- This must be communicated to the Headteacher (or Senior Teacher in their absence), who will update the school's WhatsApp group and inform the relevant staff.

4. Release of Children

- Collectors must come forward to the line to collect the child.
- When the child recognises their collector, they should signal to the ustadha (e.g., by raising their hand).
- The ustadha verifies the collector against the Authorised Collectors List or the Daily Update List.
- Only then may the child be released.
- The ustadha must ensure the child walks directly with the collector and is safely in their care before releasing another child.

5. Unauthorised Collectors

- Children must never be released to anyone not on the Authorised Collectors List or Daily Update List.
- The ustadha should politely explain the situation and immediately notify the Headteacher (or Senior Teacher in their absence).
- The child must remain in the ustadha's care until the matter is clarified with parents/guardians.

6. Late or Missed Collections

- If a child is not collected promptly, the ustadha must take them to the designated duty staff member and notify the Headteacher or Senior Teacher.
 - The duty staff member (or dismissal ustadha) will attempt to contact parents/guardians and, if needed, emergency contacts.
 - All late collections must be recorded.
 - Repeated incidents will result in a formal letter to parents/guardians.
 - Serious or persistent failures to collect may trigger safeguarding procedures, including referral to children's social care.
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Safety Guidelines

- Children must remain supervised until collected.
 - Children must not be released to anyone who appears unfit to care for them (e.g., under the influence of alcohol or drugs). Any such concerns must be reported immediately to the Headteacher or Senior Teacher.
 - Release children one at a time to avoid confusion.
 - If unsure, do not release the child—seek confirmation from the Headteacher or Senior Teacher.
 - Staff must remain calm, professional, and child-focused at all times.
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Responsibilities

Ustadhas:

- Follow this procedure consistently.
- Check and refer to authorised lists as required.
- Prioritise child safety at all times.

Headteacher / Administration:

- Maintain accurate and up-to-date authorised collector lists.
- Respond to unauthorised or late collections.
- Ensure safeguarding procedures are followed where necessary.

Parents/Guardians:

- Provide accurate and up-to-date collector information.
- Inform the school promptly of any changes.
- Collect children on time.