



# ABU HANIFAH FOUNDATION

Excellence in Islamic Education

*“Where every child matters and every day counts”*

## **Sibling Collection and Roadside Handover Policy**

UPDATED  
2026

## **1. Policy Statement**

Abu Hanifah Foundation is committed to safeguarding and promoting the welfare of children, in line with **Keeping Children Safe in Education (KCSIE)** framework. The school recognises its statutory duty of care for pupils at the beginning and end of the school day.

This policy sets out the school's approach to managing requests for an older sibling to collect a younger sibling and escort them to a parent or carer waiting in a vehicle near the school.

All decisions under this policy are made with the child's **best interests, safety, and welfare** as the paramount consideration.

## **2. Scope**

This policy applies to:

- all pupils on roll at Abu Hanifah Foundation
- all staff involved in supervision and dismissal
- all parents and carers requesting sibling collection arrangements

## **3. Safeguarding Principles**

The school operates in accordance with the following safeguarding principles:

- children must be protected from avoidable risk
- responsibility must only be transferred in a controlled and authorised manner
- procedures must be clear, consistent, and understood by all stakeholders
- unsafe practices must be challenged and stopped

These principles reflect expectations regarding **effective safeguarding culture** and **risk management**.

## **4. Roles and Responsibilities**

### **4.1 Deputy Principal – Operational Lead**

**Maulana Mubarak Patel (Deputy Principal)** is the **named responsible person** for:

- implementation of this policy
- approving or refusing sibling collection arrangements
- ensuring appropriate risk assessments are undertaken
- monitoring compliance by staff and parents
- escalating safeguarding concerns where necessary

### **4.2 Principal – Oversight**

**Hafidh Ismail Adam (Principal)** holds **strategic oversight** and is responsible for:

- ensuring the policy aligns with safeguarding legislation and expectations
- reviewing implementation and effectiveness
- supporting enforcement where arrangements present ongoing risk

### **4.3 Staff Responsibilities**

All staff must:

- follow authorised collection procedures
- ensure pupils are released only to approved individuals
- maintain supervision until safe handover occurs
- report concerns immediately to the Deputy Principal or Designated Safeguarding Lead

## **5. Eligibility for Sibling Collection**

### **5.1 Minimum Age and Suitability**

An older sibling must:

- be **at least 12 years old**
- demonstrate appropriate maturity, judgement, and reliability

The school reserves the right to refuse or withdraw permission where safeguarding concerns arise.

### **5.2 Written Parental Consent**

Parents must provide **written consent**, confirming:

- full details of both children
- the agreed collection arrangement
- understanding that responsibility transfers once pupils leave school premises

Consent must be reviewed annually or when circumstances change.

Verbal consent will not be accepted.

## **6. Handover Arrangements**

### **6.1 Supervised Handover**

Handover must:

- take place **within the school grounds**
- be supervised by a member of staff
- involve direct release of the younger child to the authorised sibling

Pupils will not be released directly to roads, pavements, or vehicles.

## **6.2 Transfer of Responsibility**

Responsibility transfers from the school only when:

- the younger child has been handed to the authorised sibling
- staff are satisfied that both children leave together

Until this point, the school retains full duty of care.

## **7. Roadside Collection and Parking Expectations**

Parents choosing to wait in a vehicle must:

- park in a **safe, legal, and appropriate location**
- avoid main roads with heavy traffic where possible
- comply with road safety regulations

Arrangements will not be approved if they require pupils to:

- cross busy roads unsupervised
- move through traffic
- respond to signals from a vehicle in the road

Legal expectations require schools to **identify and mitigate foreseeable risks**.

Where risks cannot be reduced to an acceptable level, permission will be refused.

## **8. Risk Assessment**

The school will consider:

- road layout and traffic volume
- distance from school gate to vehicle
- weather and visibility
- age, needs, and vulnerabilities of pupils
- any SEND or medical considerations

Risk assessments will be proportionate and recorded where necessary.

## **9. Late or Failed Collection**

If the authorised sibling:

- does not arrive
- is absent
- is unable to collect

the younger child will remain supervised.

Parents will be contacted in line with safeguarding procedures.

## **10. Unacceptable Practices**

The following are not permitted:

- releasing pupils directly into traffic environments
- staff escorting pupils into the road
- parents encouraging unsafe road crossing
- siblings assuming responsibility beyond approved arrangements

Breaches may result in immediate withdrawal of permission.

## **11. Monitoring and Review**

This policy will be:

- monitored by the Deputy Principal
- reviewed annually by senior leadership
- updated in line with KCSIE guidance

Compliance forms part of the school's safeguarding culture and inspection readiness.

## **12. Linked Policies**

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Behaviour Policy

### **Operational Lead:**

*Mubarak Patel*

Maulana Mubarak Patel

*Deputy Principal*

### **Strategic Oversight:**

*Ismail Adam*

Hafidh Ismail Adam

*Principal*