

Policy title	Collecting Children from School at the End of the Day and Safeguarding Pupils Walking to and from School Alone Policy
Written by	SLT
Policy owner	Silverdale Primary Academy

Status	Final
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Policy for Collecting Children from School at the End of the Day and Safeguarding Pupils Walking to and from School Alone

There are no laws around age or distance of walking to school. A family's 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.

In setting our protocol for collecting children we have taken advice from the:

DfE that states:

- It is for each school to decide, and enforce its own pupil collection policy and request that parent/carers formalise collection arrangements in writing.
- The school is not responsible for a child's safety on his or her way home.

NSPCC that states:

- Children under eight can't judge the speed and distance of moving vehicles. They still need help when crossing roads.

All Pupils

For children in EYFS, Year 1 & Year 2, **we will only release children to known adults over 16 years of age**. If you have not informed us that someone else will be picking up your child, we will attempt to contact you to confirm, but will not release children until we have done so – for their own safety.

For children in Years 3, 4, 5 & 6, permission and arrangements for children leaving the school at the end of the day will be confirmed in writing - electronically or by hand - by the parent/carer. This also applies to collection from our after-school provision and after school clubs.

No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/care and await their advice.

If a child is to be collected before the end of the school day, the school is to be notified on the same morning or earlier. On arrival to school to collect the child the parent/carer will report to the School Office. The child will then be brought, by staff, to the reception to be taken home by the parent/carer 'Children should only be collected before the end of the school day in exceptional circumstances (for example an urgent medical or dental appointment).' Children must be signed out – either using the signing-out screen in the foyer or via a member of school staff. All routine medical and dental appointments should be made outside school time. When it is essential to have a non-routine appointment during the school day, evidence (such as an appointment card or hospital letter) should be shown in advance to the Office Staff.

If the person who normally picks a child up is not doing so, then a note should be sent to school to inform us who is to pick up that day.

Should arrangements change during the day the school should be contacted by telephone.

If the parent/carer or alternative nominated adult is going to be late to collect their child, they should let the school know as soon as possible. We will keep children in school until their arrival.

Collection from the school office foyer

Children should not be routinely collected from the school office foyer, except in exceptional circumstances with the approval of the Principal.

Pupils in EYFS, KS1 or LKS2 (Years 3 or 4)

All children in Reception, Year one, two, three and four should be picked up from the school site by a **known adult or siblings provided they are 16 years old or above**. The school also expects this to be the arrangement for children being brought to school in the mornings.

It will be the Principal's discretion to allow alternative collection arrangements due to exceptional circumstance. As we are a large site with multiple collection points, our collection forms also allow for children in Years 3 & 4 to walk round to meet their adult where a sibling is being collected – once the child is dismissed by their teacher they become the sole responsibility of their parent/carer.

Pupils in Upper KS2 (Years 5 & 6)

There is no set age when children are ready to walk to school or home on their own. It very much depends on their maturity and confidence. Children in Years 5 & 6 will be allowed to walk home by themselves **providing the school receives written instructions from their parent/carer** – we provide an electronic form for parents to complete for this purpose.

Walking Home Alone

We advise parents to think about whether your child is ready to walk to and from school and assess any risks associated with the route and your child's confidence.

In deciding whether your child is ready to walk to school you should assess any risks associated with the route and your child's confidence. Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness.

There are lots of ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently. 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, learning how to navigate and a host of other skills. This helps them gain the experience and self-assurance to deal with traffic and way finding on their own, in preparation for walking with friends or alone when they are older.

Teach your child to:

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Always cross at the intersection where there are traffic lights; do not cross in the middle of the road. Alternatively, cross in a place where you can see clearly in all directions. Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming and cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see a child, even if the child can see the driver. Remember that it is hard to judge the speed of a car so be cautious.
- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour.) If that person tries to convince the child to go with him or tries to physically get close, then scream, "Help! This is not my dad!" or "Help! This is not my mum!" and run away. If they grab them, tell your child to kick, punch, and hit as hard as they can.
- When deciding whether your child is ready for this responsibility you might want to consider the following:
- Do you trust them to walk straight home?

- Do you trust them to behave sensibly when with a friend? Are they road safety aware?
- Would they know what to do if a stranger approaches them?
- Would they have the confidence to refuse to do what a stranger asked?
- Would they know the best action to take if a stranger tried to make them do something they didn't want to do (scream, shout, kick or fight)?
- Would they know what to do if they needed help? Would they know who best to approach to get help?

If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own. If the parents of year 5 and 6 pupils wish their children to walk home alone the school must be informed of this in writing. **If we have no permission slip, then children must be picked up from the playground.**

Your child will also be responsible for their behaviour whilst on the school premises either before or after school. Should their behaviour not be acceptable you will be asked to accompany or collect them until they have proved they can be trusted again.

The following procedures will be followed for any child who is not picked up the child will remain with the class teacher for up to 10 minutes.

After 10 minutes the child should be taken to the office area:

- At 3.25pm the child will be walked to the School Office. The administrative team in the School Office will contact the parents by telephone. If other contacts are given on the child's confidential sheet, they will be contacted.
- If a child has not been collected by 3:30pm, then a charge is made for providing childcare outside statutory provision (the charge is the same as that for the after-school club).

If no contact can be made with the emergency contact or parents the school will continue to try and make contact for a reasonable amount of time until 4.30pm, at the latest.

After 4.30pm, if we have not been able to make contact then Children's Services will be contacted for advice.

Two members of school staff (which should include at least one Senior Member of Staff) will remain at school until Children's Services make their decision as to whether it is a case of abandonment.

The school will ensure that these protocols have been followed by staff and a note of all calls will be completed.

If a child is frequently not collected on time, then the Educational Welfare Officer (EWO) will be contacted.

The following procedure will be followed if any child is picked up by an allegedly impaired person.

If the person picking up a child is, in the judgment of staff, impaired (under the influence of drugs or alcohol) and unable to adequately care for the child, the staff will not release the child to that person.

The child will be taken to the School Office and a member of staff will offer to call a relative or friend to pick up the person and child.

If no contact can be made, then SPOA (Single Point of Advice) will be contacted for advice.

IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE PLEASE ENSURE YOU LET THE SCHOOL KNOW BY COMPLETING THE APPROPRIATE FORM IMMEDIATELY.