

# **HOOTON PAGNELL ALL SAINTS C OF E PRIMARY SCHOOL**



## **POLICY FOR COLLECTION FROM SCHOOL AND SAFEGUARDING PUPILS WALKING HOME TO AND FROM SCHOOL ALONE**

**September 2019**

Date for Review: September 2020

James Montgomery Academy Trust

## Statement of intent

**The James Montgomery Academy Trust (thereafter referred to as JMAT)** and its schools believes it is essential to ensure all pupils are safe when they leave school at the end of the day. We appreciate that, for many families, arrangements need to be flexible and it may be that several people care for the child after school.

For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils.

The aim of this policy is to:

- Keep pupils safe.
- Ensure all staff members are aware of the correct procedures for the end of the school day.
- Make parents aware of the expectations regarding collecting children.
- Make parents aware of the requirements if they wish their child to walk home from school alone
- Highlight the importance of parent-school communication.

## Legal framework

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Section 175 of the Education Act 2002
- DfE (2019) 'Keeping children safe in education'
- DfE (2017) 'Statutory framework for the early years foundation stage'
- DfE (2018) 'Understanding and dealing with issues relating to parental responsibility'

## General collection procedure

Parents/carers will promptly collect their children at the end of the school day at 3pm.

At the end of the school day, children in EYFS and Key Stage 1 **must be** collected by a parent/carer or designated person who is at least **16 years** of age.

**We will not allow older brothers or sisters in school to collect younger siblings.**

Children in Key Stage 2 must be collected by a parent/carer or a designated person according to parent/carer's instructions.

If the parent/carer cannot collect a child at the end of the day, school must be informed who is to pick up that day. Should arrangements change during the day the school should be contacted by telephone.

All children must be collected from After School Clubs by an adult unless written permission is given for the child to walk home.

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/carer immediately 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. 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.

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

## **Walking to or from school alone**

There are no laws around age or distance of walking to or 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. 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.

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. Knowing that children under the age of eight can't judge the speed or distance of moving vehicles, we expect that children from Years 3, 4 and 5 be brought to and collected from school.

Only children from Year 6 will be allowed to walk home alone. Parents who request that younger children be allowed to walk home alone will be invited in for a discussion with the Headteacher to explore those particular circumstances.

### **Parent's responsibility**

Parents must decide if their child is ready to walk home from school alone, and assess any risks associated with the route and their child's confidence. Questions for parents to consider if their child is ready for this responsibility include 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 the parents of Year 6 pupils wish their children to walk home alone the school must be informed of this in writing, a note will then be made on Safeguard.

**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.**

## **Children being picked up by someone who is suspected to be impaired by the use of alcohol/drugs**

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 the DSL will use the contact list to call a relative or friend to pick up the person and child.
- If no contact can be made then Social Services will be contacted for advice.

## **When a child is not picked up**

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 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 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 Social 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 Social Care 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 on Safeguard.
- If a child is frequently not collected on time then MASH will be contacted.

**NO CHILD WILL EVER BE LEFT ON THE SCHOOL PREMISES UNATTENDED.**

## **Monitoring, Evaluation and Policy review**

The policy will be promoted and implemented throughout the JMAT schools.

This policy will be assessed for its implementation and effectiveness **annually** by the **DSL** and the **Safeguarding Director**.

The scheduled review date for this policy is **September 2020**.

## Appendix 1

### PERMISSION FOR ANOTHER PERSON (OTHER THAN A PARENT) TO PICK UP A CHILD AFTER SCHOOL

Dear Parents,

We are aware that end of the day collections often require some flexibility, for example if you are running late from work, traffic, appointments, etc.

In order to ensure the safety of all children in our care, we are unable to hand your child over to any adult other than you, the parent, unless you have given us prior written permission.

Please list below any adults that have your permission to pick up your child.

Arrangements must then be made between yourselves, as carers of the children, as to who is collecting on any given day.

Please note that we are unable to hand a child over to an older sibling in school, for example a Year 1 child cannot be collected by a Year 5 child. Pick up by siblings of secondary age will only be allowed if they are listed in the attached table.

Any further unexpected pick up arrangements will be allowed as they occur, as long as we have your written permission or you have phoned the school to advise the reception desk before the end of the day.

Should circumstances change and you no longer wish for an adult named in the table to collect your child, please obtain a new form from the school office as soon as possible.

Year 6 children only may leave school without an adult but your permission must be given on the attached form.

Thank you for your continued support,

Mrs Carr

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I, \_\_\_\_\_ (insert your name) give permission

for my child \_\_\_\_\_ to be collected after school by the

following people.

Name of adult	Relationship to Child


OR

My child is in Year 6 and is permitted to leave school without an adult at the end of the school day.

☐

(Please tick)

I will notify you immediately should this arrangement change. I have read and understood the guidelines, systems and reasonable precautions set out in the 'Policy on Collection from School and Safeguarding Pupils Walking to and from School Alone'.

I fully understand that once I give permission for my child to walk to and from school alone, the school is not responsible for my child's actions or whereabouts once they are not on the school premises.

Signed: .....

Date: .....