



## Collection from School Policy

Date written:	April 2022
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Review schedule:	Triennially
Policy Area:	Safeguarding

### Aims and Ethos

At All Saints CE Primary School & Nursery it is our aim to raise standards by promoting a school ethos that is underpinned by core Christian values. Our Christian values support all areas of learning and can contribute to pupils' motivation to learn. It is recognised that this will be most successful when the values and attitudes promoted by the staff provide a model of behaviour for the children. All our policies and decision making are formed through the lenses of these Christian values to ensure that our school lives them out in all aspects of its collective life.

### All Pupils – Collection from School

Pupils will only be handed over to named adults or older siblings who are listed on their School Data form (updated annually), and provided they are 14 years old or above (in line with Hertfordshire LA recommendations).

Pupils will not be handed over to other adults **unless** the school has been informed by the parent that they have made this arrangement. We also ask that you keep us informed of any changes in collection arrangements.

If someone turns up to collect your child and we have not been notified, they will be asked to wait until we have verified their identity. They may also be asked to provide photo ID if we have not met the person before (such as a neighbour/relative who does not have a child attending our school).

### All Pupils – Late Collection or Non-Collection from school

We request parents do all they can to collect their child on time, or try to make alternative arrangements if possible. Rarely, parents are unable to collect their child on time due to circumstances beyond their control. Parents should contact the school office as soon as it is safe and practical to do so to let us know if they will be late for collection. This will help us to reassure the child that they have not been forgotten about and offer them appropriate care if required.

Unless a child has permission to walk home from school alone (see below), if they are not collected on time at the end of the school day, they will be kept in school safely and their parents/carers contacted.

If the child is not collected within 45 minutes **and** we have not established contact with their parents/carers, we have a duty of care to follow our Child Protection procedures. This includes contacting the Police and making a referral to Children's Services (in line with local arrangements for safeguarding children).

### Persistent Late Collection

In circumstances where a child is regularly collected late from school, we will write or telephone parents to share our concern. We may also invite them to a meeting to discuss the reasons for late collection and offer support if possible.

Parents are responsible for provision of appropriate childcare after school, and we have made arrangements for wrap around care provision for parents' convenience (Night Owls is open from 3.15pm to 6.30pm each day

in term time). Subject to availability, parents should use this or alternative childcare if they are routinely going to be unable to collect their child at the end of the school day.

Where there is no change following a meeting/letter reminder, the Governors will unfortunately need to charge parents for the provision of supervision by school staff. This will cover the additional expense incurred in staff needing to stay later than their normal working hours.

The charges are £5 for each 15-minute period late after 3.30pm up to a maximum of £15. After this time, we will follow Child Protection procedures. The charge does not negate the requirement for parents to make suitable arrangements for their child's care after school and must not be seen as an alternative. The governors reserve the right to review or waive the charge at any time.

## **Walking Home from School Alone**

### **Legislation and Guidance**

We recognise that for many children, walking home from school is an opportunity to develop their independence and can be seen as a rite of passage. There are benefits to enabling children to do this, not least the opportunity for physical exercise and taking responsibility.

However, parents/carers must consider the child's maturity, sense of direction and importantly their sense of safety before making the decision to allow their child to walk home alone.

There are no laws outlining age or distance of walking to 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 does not disallow independent travel.

The [NSPCC](#) recommends that children are not left at home alone between the ages of 0-12, and that they are usually too young to walk home from school alone without adult supervision. However, we recognise that children have different levels of maturity/confidence/awareness, and therefore it may be appropriate to enable some older children in this age bracket to walk home alone under certain circumstances, with parental consent.

In addition, as a school we have a duty of care for the safety and well-being of the children in our school and therefore this policy is to help advise parents/carers in the decisions they make for their children in relation to safety to and from school. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

### **Pupils in Foundation Stage (Nursery & Reception), KS1 (Y1 & Y2), and LKS2 (Y3 & Y4)**

Our agreed school policy is that pupils in Foundation Stage or Years 1, 2, 3 and 4 should NOT walk to or from school on their own or be left on their own on the school premises either before or after school. This includes walking home if they are attending an after-school club/activity.

### **Pupils in Year 5 and Year 6**

For pupils in Year 5 and Year 6, we believe that parents need to decide whether your child is ready for the responsibility of walking to and from school alone. Therefore, they may grant permission for their child to walk

to/from school by themselves. Parents must consider if the family home is within walking distance (or devise a route/plan that mitigates this if it is too far to walk), and if their child is mature enough to keep themselves safe. The next section may help parents make this decision. In all cases, written consent must be given (usually through Arbor).

If a child in Year 5 or Year 6 is attending an after-school club/activity, they can also walk home alone when the club has finished, with permission.

### **Making a decision**

In deciding whether your child is ready to walk to school you should assess any risks associated with the route to school and assess your child's confidence. There are many ways you can prepare your child to make an independent journey. One way is to follow them a few times on their journey, so you know how safe and sensible they are.

When deciding whether your child is ready for the responsibility of walking to and/or from home you might want to consider the following:

1. Do you trust them to walk straight to school or straight home, using the agreed safe route?
2. Are there roads to cross on the route and how busy/safe are those roads?
3. Do you trust them to behave sensibly when with a friend or group of friends?
4. Are they road safety aware?
5. Would they know what to do if a stranger approaches them?
6. Would they know what to do if they needed help?
7. Do they understand about keeping themselves safe and not to make any dangerous choices, either by themselves or with a group of friends?

On an occasion where a child's behaviour does not meet school expectations, the school will contact parents, and consideration will be given to withdrawal of consent to walk to/from school without supervision. The school's behaviour policy applies to all children while wearing the school's uniform. By granting permission for their child to walk home, parents agree to support the school in any decisions taken in light of the behaviour policy applicable at the time, and their child's behaviour.

### **What to do – giving permission**

If you decide that your child is ready for this responsibility, **please complete the online permission form available in Arbor** (only available for children in Year 5 and Year 6).

Alternatively, the form in Appendix 1 can be used. Please return it to the school office.

The school will note any permission on our central information system. The list provided to class staff is updated weekly, each Monday. Changes made mid-week may not be noted by class staff until the following Monday.

### **Review and monitoring**

The Headteacher will review and monitor this policy regularly, with a full review at least every three years. Any updates will be in line with relevant safeguarding guidance from the Local Authority or national policies and reflect the local context of our school.

## Appendix 1: Permission to Walk Home Alone Form



# All Saints CE Primary School & Nursery

*Nurture, Resilience and Achievement for all!*

Headteacher: Mr Philip Asher, BMus(Hons), PGCE, ARCO, NPQSL, MCCT

## Permission to walk to and/or from school alone

*Complete only if you are unable to complete the Parent Consent on Arbor.*

Child's name \_\_\_\_\_

Year group:

☐ Year 5

☐ Year 6

### Please answer the following questions:

The route to school is ***within safe walking distance***

yes/ no

When walking home, a responsible person will be waiting at home to supervise them

yes/ no

### Please tick to acknowledge your understanding:

- ☐ I have read and understood this policy on safeguarding my child walking to school and home from school.
- ☐ I fully understand that it is my responsibility to ensure my child gets to and from school safely including getting to school on time. If circumstances change then I will communicate this with school.
- ☐ I fully understand that if they are at an after-school club/activity, they may walk home using the same agreed route as usual.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

***Please return this form to the School Office, thank you. The class list will be updated and permission takes effect from the next Monday.***