



'Nurturing Life-Long Learning'

Collecting Children From School At The End Of The Day & Walking To And From School Alone Policy

Date reviewed	Nov 2022
Review Date:	Nov 2024

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

Permission and arrangements for children leaving the school at the end of the day will be confirmed in writing by the parent/carer.

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

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 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).' All routine medical and dental appointments should be made outside school time.

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. A secure password must be given to the School Office and to the person collecting. Passwords must match.

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 at the School Office.

Pupils in Foundation Stage, KS1 or lower KS2

All children in Nursery, Reception, Year one, two, three and four should be picked up from the school site by a known adult or siblings provided they are 14 years old or above (as advised by the NSPCC).

It will be the Headteacher's discretion to allow alternative collection arrangements due to exceptional circumstances.

Pupils in KS2 (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. Knowing that children under the age of eight can't judge the speed or distance of moving vehicles we expect Year 3, 4 and 5 children to be brought to and collected from school.

Walking Home Alone

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 wayfinding 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.

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?

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 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 will remain at school until Social 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.

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

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 judgement 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 the Senior Leadership Team will offer 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.

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.