



# SAFE ARRIVAL AND COLLECTION OF CHILDREN POLICY

## STATEMENT OF INTENT

The children's safety is of paramount importance to us all. We will endeavour to ensure that clear and robust procedures for arrival and collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. In the event that a child is not delivered safely or collected by an authorised person at the beginning and end of the school day, the school puts into practice agreed procedures.

## AIMS

- The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children arriving at and leaving the school premises.
- The beginning of the school day is a busy time, and our aim is to ensure all children arrive promptly and safely.
- Likewise, the end of the school day is equally busy, and our aim is to ensure children are dismissed carefully under supervision, collected on time and arrive home safely.
- In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed, they will be aware of procedures being followed.

## THE AUTHORISED ADULT

The Authorised Adult should be a responsible person aged 16 years or over. The person may be a;

- Parent/Carer
- Family member
- Child minder
- Neighbour
- Someone over the age of 16 who has the parent/carers written permission to collect the child from school.

Children in Nursery, Reception, Y1 and Y2, should NOT be collected by other brothers or sisters **in school**. They should be collected by an authorised adult. Teachers have been asked NOT to release infant children to siblings from Key Stage Two but to ask the office to contact parents/carers to ensure they are collected by an authorised adult.

If children are to be collected by a brother or sister who attends High School, permission from the parent/carers should be given to the school office prior to the collection.

Class teachers have a list of authorised adults for each child (taken from the consent forms). If parents / carers wish to add people to this list, it is their responsibility to do so by speaking to the class teacher. Children will not be permitted to go home with people who are not on this list.

## **SCHOOL COLLECTION RECORDS**

Parents/carers of children starting our school are asked to provide specific information which is kept in our data file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. child-minder, relative
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above, we ask that the school office or class teacher is notified immediately.

When there is a change to the end of the day arrangements, we ask that parents inform either the school office or the class teacher.

## **SAFE ARRIVAL**

### **Procedures for children in Nursery to Year Four**

Our younger pupils (Nursery to Year Four), should when brought to school, be supervised by that adult, before the school day starts. Children should not be dropped off at the gate and left unsupervised in the playground – they should be taken directly to the appropriate classroom door (see below) and handed over to a member of staff between 08:45 and 08:55 am. Brothers or sisters in school should NOT be supervising pupils. School staff are not present in the playground before school.

### **Year 5 and 6**

Parents/Carers of children in Year 5 and 6 may wish their child to travel to school alone, or with a friend. This is at the parent/carer's discretion. However, should any individual incidents of poor behaviour arise, we may insist that they also are accompanied by a responsible adult until they are handed over to a staff member between 8:45 and 8:55 am.

Once children enter the school gates, it is the authorised adult's or parent's responsibility to ensure they stay on the school grounds and do not go back out through the school gates to meet other children. If children walk to school on their own (in Year 5 and 6), parents must discuss this with their children before they are allowed to walk to school unaccompanied, If it is reported that unaccompanied children are entering the playground and then going back out again, we will notify parents / carers and those children will in future need to be brought to school by a trusted adult and handed over to a staff member between 08:45 and 08:55.

Once children enter the school building, they are the school's responsibility.

### **“The Play Stop” Breakfast Club**

All children attending “The Play Stop” will be taken to their class by their staff between 8:45 and 8:55 am each day and handed over to a member of the class teaching staff.

### **SAFE COLLECTION**

School finishes at **3.25pm**.

- The children in Nursery, Reception, Year 1 and Year 2 will wait in class and are handed over individually to their authorised adult via their rear classroom doors.
- The children in Year 3 will exit through their rear classroom door and will be walked onto the playground to meet their authorised adults.
- The children in Year 4 & Year 5 will exit through the KS2 cloakroom door and will be walked onto the playground to meet their authorised adults.
- The children in Year 6 will not be personally handed over to the authorised adult at the end of the day. They will exit through the external classroom door. If their authorised adult is not there, the children are to come back into school to tell a member of staff.

Once a child has been handed over to a responsible adult, or when they have left the school grounds (if walking unsupervised) they are no longer the responsibility of the school. We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

### **Years 5 and 6**

Parents/Carers of children in Years 5 and 6 may understandably wish to encourage independence prior to their children going to High School and allow their child to travel home alone, or with a friend. Should this be the case, we ask that the class teacher, or office staff, be informed, by filling in the slip to avoid any confusion. Children should have clear instructions from parents/carers as to their collection or the arrangements for walking home by themselves.

### **After School Extra Curricular Clubs**

Registers are taken at the start of all clubs. If a child is not going to attend an after school session, the parents/carers must inform the school office. Children in Year 5 or Year 6, cannot decide not to attend and walk home, if this is what they do on other days of the week. Children who do this will not be permitted to keep attending the sessions. A member of staff or sports coach, should notify a member of staff if children they were expecting, have not turned up. In this instance, a phone call home will be made to ensure school knows the location of the child.

### **“The Play Stop” After School Club**

The process for children attending a pm session is as follows:

- The Play Stop will issue each class with a written list of children attending the club each day, to children in Year 3 to Year 6.
- This list will be handed to the class teacher or teacher in charge by staff between 3:00 pm and 3:15 pm each day
- Children from Year Three to Year Six will walk down to the After School area, once told to do by their class teacher. Children from Reception to Year Two will be collected from their door by The Play Stop.
- If a child is not collected by The Play Stop the class teacher should liaise with staff from The Play Stop.

## **WHEN CHILDREN ARE NOT COLLECTED AT THE END OF THE SCHOOL DAY**

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon as possible to notify us that you may be late. If we receive no such message, the following procedure would be followed.

1. The child should remain with their teacher until their adult arrives.
2. If their adult is late, they should return into the building with their teacher and wait outside the office while the staff try to contact them.
3. We inform parents that if children are not collected at the end of the day we follow the following procedures:
  - Messages are checked to see if there are any changes to the end of day arrangements
  - Parents/ carers are contacted at home or work
  - If this is unsuccessful, other authorised adults are contacted
  - In the meantime, the child will wait in the main entrance corridor under adult supervision

## **WHERE NO AUTHORISED ADULT CAN BE CONTACTED.**

1. If the child has not been collected after one hour, (4.25pm) and no contact has been made or arrangements agreed we will follow our Child Protection Procedures and contact the Local safeguarding team at Lancashire.
2. The safeguarding team will aim to locate the parent/carer or relative. If they are unable to do so the child may be placed into the care of the Local Authority.
3. The school will deliver a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child.
4. A full report of the incident will be written and placed in the child's school file on CPOMS.

## **WALKING HOME ALONE**

Parents who wish their child to walk home unescorted by an adult at the end of the school day (3.20pm) or after a club, must adhere to the following guidelines:

- Parents must have registered with the school that they are prepared for their children to walk directly home from school at the end of the day. Please fill the form in at the end of this policy and return it to your child's class teacher.
- Children should be in Year 5 or Year 6.
- It is the parent's/ carer's responsibility to check the route that their children may walk home in order that they are happy with the appropriateness of the journey. Crossing fast roads or walking through secluded areas is to be discouraged. A single route must be agreed.
- Parents must be certain that children have an awareness and understanding of the green cross code and stranger danger. It is the parent's/carer's responsibility to ensure they are sufficiently happy that their child can undertake the proposed journey safely.
- During winter months and/or inclement weather, children must be dressed appropriately.
- Children should preferably walk in a group and not alone.
- Children should know their home phone number (plus one other emergency contact)
- There should be someone at home to meet the child on their arrival.

- Any child must be capable of arriving home within 30 minutes of the end of the school day (3.55pm). Journeys over 30 minutes are not considered appropriate for children to walk at this stage.
- If any child does not arrive home within a reasonable timeframe, parents must immediately notify the school in order that appropriate action can be taken.
- If any child does not arrive home within a reasonable timeframe and direct contact with the child has not been established by either school or parents, the school will instigate the missing person's procedure in conjunction with the relevant authorities.
- If the missing person procedure is initiated there must be a point of contact remaining at both the home and school location until further advised by the relevant authorities.
- If your child does arrive home after the missing person procedure has been instigated, immediate notification to the relevant authorities/emergency services and school must be made. This is to enable the missing person's procedure to be stood down.
- Once the missing person procedure is initiated responsibility will pass to the relevant authority to further any enquiries. Both parents and the school will be guided by them in order that a successful outcome is achieved.

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 you decide that your child is ready for this responsibility, then you must inform the school by letter or by completing the slip below. Your child will be prevented from walking home unless this permission has been given in writing.

If a parent is not present, your child will also be responsible for their behaviour whilst on the school premises either before or after school. No child is permitted to play ball games, ride scooters or bikes or play on playground equipment in school grounds 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.

**IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE, PLEASE ENSURE YOU LET US KNOW IN WRITING IMMEDIATELY.**

## Appendix A

### **CONFIRMATION THAT MY CHILD MAY WALK HOME ALONE**

Please complete and return to the School Office.

Note that this form is only applicable to children in Year 5 or 6.

I confirm that my child \_\_\_\_\_ in

Year \_\_\_\_\_ at Hesketh-with-Becconsall All Saints Church of England Primary School may walk home from school alone.

I confirm that I have read and understood the school's Walking Home Alone Policy.

Signed: \_\_\_\_\_

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

Date: \_\_\_\_\_