



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



September 2021

Date for Review: September 2022

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
- Coronavirus Act 2020
- DfE (2021) '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

The JMAT and its schools reserve the right to adjust the start and leave time of pupils in different key stages in line with certain circumstances, such as the coronavirus pandemic. The change of start/leave times will be in line with government guidance and will often form part of precautionary actions to address social distancing and other measures.

Parents/carers will promptly collect their children at the end of the school day, times are as follows:

Explorers: Between 3:00pm and 3:15pm

Pathfinders: Between 2:45pm and 3:00pm

Adventurers: Between 3:00pm and 3:15pm

Navigators: Between 2:45pm and 3:00pm

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 under normal circumstances. Extenuating circumstances must be agreed with the Headteacher.

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.

In circumstances where there are safeguarding concerns for a vulnerable child and/or family, then a password system should be used to ensure good safeguarding practice for collecting the child at the end of the school day. Parents should choose a password for the adult allowed to collect the child and inform school of the password. Staff will then only allow the child to be picked up by the adult who uses the required password.

If a child is to be collected **before** the end of the school day, the school must 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 out 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 and 4 be brought to and collected from school.

Only children from Years 5 and 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 5 and 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 RecordMy.

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 **Trust DSL**.

The scheduled review date for this policy is **September 2022**.

APPENDIX 1



Permission for end of day collection

I 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 5 or 6 and is permitted to leave school without an adult at the end of the school day.

(Please tick)

Name of parent/guardian:

Signed:

Date: