

# COLLECTION AND WALKING HOME FROM SCHOOL PROCEDURES

## Boroughbridge Primary School and Nursery

### General Statement

This establishment recognises that it is essential to ensure all pupils are safe when they leave school at the end of the day. For many families, arrangements need to be flexible, and it may be that a number of 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.

### Legal Position

There are no laws on who can and can't collect pupils from school, or the age at which children can walk home alone. It's up to school to decide what they allow and how this will be carried out.

Parents are responsible for their child's safety outside of the school grounds.

### General Arrangements

- The school start and finish times:

Year Groups	Start Time	Home Time
Nursery	8:30am	3:15pm
Reception	8:45am	3:15pm
KS1	8:45am	3:15pm
KS2	8:45am	3:20pm

### Collection and drop off points for year groups:

- Nursery: Nursery Gate
- Reception: In the KS1 playground (The Den)
- Year 1/2 (Bluebell - Miss Shaw): In the KS2 playground at the first door after the main entrance
- Year 1/2 (Daisy - Miss Penny): In the KS2 playground at the first door after the main entrance
- Year 1/2 (Rose - Mrs Cawthorne/Mr Ryder): In the KS1 playground (entrance near boat)
- Year 3: In the KS2 playground nearest to the field.
- Year 4: In the KS2 playground at the 2nd door after the main entrance
- Year 5: In the KS2 playground at the 2nd door after the main entrance
- Year 6: In the KS2 playground nearest to the field.

### School Handover arrangements:

- At drop off, parents stay with their children until their class teacher collects them.
- Handover arrangements are the same for the whole school. A staff member will handover each pupil to their parent when collecting. Pupils in Year 6 and Year 5 (From Spring term) that have been given written permission by their parent to walk home, are dismissed by their class teacher and are permitted to walk straight home

### Collection from School

- Parents/Carers will be asked at the start of the school year to formalise collection arrangements in writing. This will include:

- Consent (if appropriate) for child to walk home from school unaccompanied.
- A list of people authorised to collect child from school.
- Arrangements for specific days where known e.g. childminder to collect on a Wednesday.
- Parents must inform school of any changes to child care pickup and collections throughout the year.
- Class teachers also hold handover meetings so that they are aware of any specific arrangements for pupil collections eg childminders, grandparents, step parents etc.
- Parents to inform school of any persons not allowed to collect pupil from school.
- School will ensure pupil's emergency contact info is updated to include those allowed to collect pupil from school.
- School will not allow anyone who's not listed as authorised collect a pupil without contacting the parents to verify their identity first.
- School will contact parents/carers who have not provided school with relevant collection arrangements/consent.
- Gates will be opened for parents/carers to collect children no earlier than 15:00.
- Class teachers will escort pupils to collection areas and will wait with children to be collected.
- Staff to pupil ratios will be maintained during the collection process including statutory ratios in relation to EYFS pupils.
- It is legal for someone under 16 to collect a child from school. At Boroughbridge Primary School and Nursery we have set this age limit at 16 years or older.
- Parents/carers to inform school in advance in regards to any changes in collection arrangements, such as medical appointments.
- Relevant staff will be made aware if a pupil's going to be collected during the day, and who's collecting them.
- Staff can ask to see identification if uncertain over a collecting adults' identity.
- A password system will be used if a parent has informed us of another person collecting and that is over the age of 16.
- If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:
  - A staff member will take the pupil to the school office.
  - The pupil's parents/carers will be contacted for further advice.
  - A member of the SLT will be made aware of the situation.
  - If the pupil's parents/carers are not contactable, the standard procedure for non-collected children will be followed.

### Walking Home from School Unaccompanied

- Written permission is required for any Year 6 pupil walking home unaccompanied throughout the year.
- Written permission is required for any Year 5 pupil walking home unaccompanied starting in the Spring term.
- Pupils will only be allowed to walk home from school unaccompanied if a signed consent form is in place.
- If a pupil leaves the site unaccompanied without prior consent missing child procedures will be followed.
- Any safeguarding concerns will be raised with the Headteacher and the Designated Safeguarding Lead.
- As soon as a school pupil leaves the school premises it is the parents' responsibility to ensure they arrive home safely.

### After School Clubs

- After school clubs finish at any point before 18:00.
- Collection from after school clubs will be from the wraparound care door.
- Written information will be provided to parents regarding after school club arrangements as these will vary depending on which club and area of school the club is located. Children will always be escorted by the club leader/member of staff. The club leader/member will follow the same handover arrangements as general arrangements for collecting as above.
- See Breakfast Club and After School Club Policy for drop off and collection arrangements

- Collection and walking home unaccompanied procedures detailed above will be followed.

### Late Collection

- Parents/carers to notify school at the earliest possibility to make aware if going to be late to collect.
- Pupils will be supervised at all times and appropriate staffing ratios will remain in place.
- If a child has not been collected, the school will contact parents/carers/named persons.
- If contact is not possible school will contact other emergency contacts listed in the pupils' records.
- The school will keep a record of incidents where parents are late with no reasonable explanation location e.g. using the school's electronic CPOMS system.
- A meeting will be arranged with parents/carers in relation to persistent late collection to ascertain the reasons behind and whether school can help avoid further late collections in any way.
- If required school will liaise with external agencies.
- If by 18:00 contact has still not been able to be made with the parents/carers/named persons, the staff will call the out-of-hours emergency duty team for the North Yorkshire Children and Families Service and follow their guidance. They can be contacted by phone at 0300 131 2131 or by email at [edt@northyorks.gov.uk](mailto:edt@northyorks.gov.uk). A member of the school Senior Leadership Team and Designated Safeguard Lead will also be informed.

### Unacceptable Practices

- Under no circumstances will school staff take pupils home themselves.

### Walking Home Safely

In deciding whether your child is ready to walk to school you should assess any risks associated with the route and your child's confidence. Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness. There are many 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 confidence to deal with traffic and way-finding 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; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.
- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. Speak to your child about what they should do if this should ever happen.

When deciding whether your child is ready for this responsibility you might want to consider the following:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they did not want to do?
7. Would they know what to do if they needed help?
8. Would they know whom best to approach to get help?


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

Your child is responsible for their behaviour while walking home and they must remember that they are representing our school.

#### Related Documents

The Collection and Walking Home from School Procedures will be used in conjunction with:

- Health and Safety Policy,
- Child Protection and Safeguarding Policy,
- Breakfast Club and After School Club Policy
- Before and After School Arrangements Risk Assessment.

<b>Signed:</b>	
<b>Date:</b>	11/10/2024
<b>Review Date:</b>	11/10/2025