



ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to grow, wings to fly'

CHILDREN WALKING TO/FROM SCHOOL ALONE AND COLLECTION OF CHILDREN AT HOMETIME POLICY

Introduction

Alexander Hosea Primary School works hard to create a safe and secure environment for all the pupils who attend the school and recognises the duty of the parents and school in this regard.

Aims

To ensure that:

- parents and carers are informed of our procedures for children walking to and from school alone and collection of children at home time.
- parents and carers are reassured that their children will continue to be properly cared for and kept safe at these key times

Rationale

Parents take full and due responsibility and care to ensure that their child arrives safely at school each morning. Where children walk to school it is understood by the school that parents ensure that their child takes the safest route to school as is possible and that they are accompanied to school by a responsible adult.

Parents are advised to talk to children about road safety even if children are accompanied to school by an adult.

In Years 5 and 6, parents may decide that their child is capable of walking to or from school without an adult, particularly if they live very close to the school and do not need to cross any major roads.

The following guidelines set out the school's advice, policy and procedures should parents wish to consider allowing their child to walk to or from school without an adult.

Procedures

Walking to school without an adult

Although it is up to parents' discretion how children travel to school each day, the school policy is that all children in Year 4 and below are accompanied by an adult on the way to school and that Year 5 and 6 children only travel without an adult if the parent is fully satisfied that it is safe for them to do so. Parents/carers are asked to inform the school if their child will be regularly walking to school alone so that a register can be compiled should they not arrive at school at the appropriate time in the morning. **(See Appendix 1)**

We have a member of staff on both pedestrian gates from 8.50am to welcome the children and their parents and to ensure that children do not leave the premises once they are on site.

The school recognises a clear responsibility to contact parents if their child has not attended morning registration and no contact has been made by the parent to the school to inform the school of absence due to illness or other reason.

The school will therefore ensure that registers are checked and will then make attempts to contact the parent/carer to ascertain a reason for absence or to highlight that a child has not been present for registration.

Contact will be sought with the parent/carer within 1 hour (maximum) of registers being taken and an absence without reason being noted by classroom staff.

Where a child has left their parent with the intention of walking to school but has not arrived and the school has made contact with the parent/carer and an issue of a missing child is therefore noted, the school will immediately contact the police to report a missing child. The school's designated senior person for child protection will then be immediately informed and child missing school / safeguarding procedures for child protection will be followed. Parents are responsible for informing the school immediately should their child be unwell or otherwise unable to attend school.

Home time

Wickwar Out of School Club (WOOSC)

Registers for children going to WOOSC each day are given to class teachers daily. These children are collected, checked off and escorted by WOOSC staff to the Community Room if in Foundation/KS1. KS2 children will be sent round to the Community Room by the class teacher, passing through the school, not outside the building. The school will not escort children in KS2 to the Community Room and parents should be aware of this.

It is the responsibility of the Out of School Club staff to follow up any child on the register who has not turned up, by using their own procedures which involves liaising with school staff and parents/carers.

Reception children are let out of the "Blue Room" door (the exit between the Year 3 / 4 classrooms and the main KS1 door) and are only allowed to leave the building once they have been matched with the adult who is collecting them.

Year 1 and 2 children are let out of the main KS1 door and are only allowed to leave the building once they have been matched with the adult who is collecting them.

Children in Years 3 - 6 exit school from the external door closest to their classroom. Children in Years 3 and 4 will be matched with their parents. If not walking home alone, the children in Years 5 and 6 will meet their parents in the playground. They will be taught to come back into school if the person due to meet them is not in the playground.

It is important that both teacher and child know which adult will be collecting the child at the end of the school day so please inform your child in the morning before school. If this changes for any reason you must notify the school in advance of any changes. If this changes for any reason during the school day, you must notify the school. If a change is made without informing the school, it will be necessary to contact the parent for confirmation. Unless we have received prior notification children will not be allowed to be taken from the building by unauthorised persons.

Information about those adults not allowed to pick up individual children is disseminated to all staff. It is essential that the school is notified at the earliest opportunity if there is any known possibility of someone collecting a child who is not permitted to do so.

A legal document will be required by school if any parent wishes their child not to be collected by the spouse or partner who does not have the main caring role. We will inform the parent with the main caring role that the other parent has collected or asked for access to their child.

Children collected at other points during the school day:

Information about children attending unavoidable medical or other appointments prior to the end of the school day must be communicated to staff detailing the time of collection. All children must be signed out by the adult collecting them. Parents should wherever possible provide evidence of this appointment.

Children collected from school due to sickness:

If a child needs to be collected from school due to ill health the school will contact the named adult directly. The child will remain under office staff supervision until the parent/carer or named individual collects the child from the main reception desk. All children must be signed out.

Children leaving school site during lunch breaks:

Children are allowed to go for 'home dinner' and in some rare circumstances this does occur. On these occasions the following procedures are in place:

- Child leaves and returns to school through the main entrance
- Child is signed out and in upon leaving and returning to school premises by the named adult.
- Children are collected at 11.45 (Foundation/KS1) or 12:00pm (KS2) by a named adult (recognised on the child's information – held centrally).
- Children are not allowed to walk home independently unless specific written permission has been given by the parent/carer as above. If lunch arrangements change, it is the responsibility of the parent to inform school of such changes so that alternative lunch time arrangements can be made.

The school day ends at 3.30pm and children are expected to stay until that time and then to be collected promptly.

If a child's parent or the person due to collect them is not there, the children have to come back into their classroom immediately. Any uncollected children will be taken by a member of staff to the crossroads where they will be supervised.

The class teacher/office staff will telephone parents/carers to ascertain who and when the child will be collected. The school will continue to telephone all contacts provided in priority order, to arrange collection of the child.

Once the person authorised to collect the child arrives, they must sign the child out in the signing out book in Reception. This book will be monitored termly and any recurring lateness will be followed up.

Children collected after school clubs organised by members of school staff:

Where children are to be collected after the usual close of the school day due to their attendance at an after school club, it is the responsibility of the member of staff to ensure they are collected by an appropriate adult. This is done in the following ways:

- The letter sent out to parents prior to the start of the club requires the parent to indicate that they have satisfactory arrangements in place to ensure safe collection of children from school.
- All children are handed over to parents or the named adult at the main reception door.
- Timings for clubs are accurately kept to alleviate any collection issues associated by over running or shortening the sessions.
- Parents are always notified of alterations to club timings as soon as possible.
- Emergency contact information for the children attending the club is centrally stored for quick reference should this be needed.

In Key Stage 2 children may walk home independently if we have an approved request to this effect – see below.

The same procedure as above is followed for uncollected children.

Children collected after school clubs organised by outside contractors:

It is the responsibility of the contractor to ensure children are collected safely. The expectation is that the above requirements for children collected after school clubs organised by members of school staff are also adhered to.

Walking home from school without an adult

All children from Reception to Year 4 must be collected at the end of the day. Children in Years 5 and 6 may go home on their own only if the parent has made an approved request to the school (**See Appendix 2**). Siblings who walk with them must also be named and have permission from parents, carers and the school.

If the school has concerns about a particular child's ability to travel safely or if the child lives too far away, permission for the child to travel home alone may be refused.

Parents therefore must make an informed decision that they are confident that their child is able to walk home sensibly and must be aware that they are responsible for their child's safety on their way from school even when they are not physically present. Parents are advised to consider the following before deciding whether to request permission for their child to walk home alone:

How long is the journey?

- Are there any roads to cross and, if so, does your child know how to cross them safely?
- What time will your child be walking home? (It is recommended that children do not walk home in the dark or in failing light)
- Are you confident that your child is aware of safety rules around stranger danger?
- Does your child have some friends to walk home with? If so, are you confident that they will walk together sensibly?

The school maintains a register of children who have permission to be dismissed by a member of staff at the end of the school day to walk home alone.

Children with permission will be released first.

If a child has left the school to walk home alone but does not arrive home, the parent should contact the school in the first instance to seek clarification from the responsible adult as to when the child left the school site.

If the parent feels that a period of time has passed and their child has not arrived at home and that this is unusual or causing concern, the school recommends that the parent/carers

calls the school to report their concern. The school can then offer assistance in using contacts to search for their child. It is recommended that the police are informed if the child is not traced within half an hour of this action being taken or indeed as soon as the parent or school deems police involvement is necessary. A full written report of the incident will be recorded on the school's Safeguarding Log.

Conclusion

This policy will be monitored by the Staffing and Welfare Committee of the Governing Body and revised as appropriate, and not less than every three years. Any incidents of concern relating to this policy will be referred to the Chair of Governors by the head teacher.

Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

Date Written	January 2017	Date Reviewed	11 September 2019
Date Ratified	16 March 2017	Next Review Date	November 2022
Document Status	Ratified	Reviewing Committee	Staffing and Welfare Committee

APPENDIX 1

Information Form - Walking to school without an adult – Years 5 and 6 Only

Person with parental responsibility to complete and return this reply slip to Alexander Hosea Primary School.

NB There must be a separate form completed for each child for whom there is a request.

Name of child:

Class:

Date:

1) I wish to inform you that my child will be walking without an accompanying adult to school on regular basis.

2) I understand that the school will contact me if there are any concerns relating to my child walking to school alone.

3) I have taken reasonable precautions aimed at ensuring my child is safe including showing them the safest route, demonstrating the route to them and talking to them about road safety and stranger danger.

4) I understand that the school requires me to inform them if my child is absent from school for any reason on each and every morning of their absence.

5) I understand that the school will endeavour to make contact with me on the morning of registered absence if my child is absent from school and no notice (phone call or letter) has been received (from myself) to the school.

Signed:

(Please print name):

Contact Numbers (parent):

Home:

Mobile:

Work:

APPENDIX 2

Request Form – Walking home from school without an adult – Years 5 and 6 Only

Person with parental responsibility to complete and return this reply slip to Alexander Hosea Primary School.

NB There must be a separate form completed for each child for whom there is a request.

Name of child:

Class:

Date:

1) I wish to request permission for my child to walk home from school without an accompanying adult on a regular basis. After school clubs will require extra permissions.

2) I wish to request permission for my child to walk home with their younger sibling.

Name of sibling:.....Class:.....

3) I have taken reasonable precautions aimed at ensuring my child is safe including showing them the safest route, demonstrating the route to them and talking to them about road safety and stranger danger, not allowing them to walk home alone in the dark.

4) I understand that the school may refuse permission for my child to walk home unaccompanied by an adult if it is deemed that it is not safe to do so (we will speak to you if this is the case).

5) I understand that the school will send written confirmation that my child has permission to walk home without an accompanying adult.

6) I understand that I have full responsibility for my child’s safety if they walk home alone.

Signed: Please print name:

Contact Number (parent):

Address (where the child will be walking to):
.....
.....

SCHOOL USE ONLY

Your child _____ Class _____ has/does not have permission to walk home without an accompanying adult following your recent request dated _____

Signed : _____(Head teacher) Date: _____
(Years 5 and 6 only)

Yours sincerely,
Mrs Williams