



Head Teacher: Kerrie L Clowes MA BA (Hons) PGCE NPQH
Deputy Head: Emma E Doyle BA (Hons) PGCE NASENCO
Deputy Head: Sarah L Booker BA (Hons) QTS
Assistant Head: Joel M Edwards MA BA (Hons) PGDE.

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Walking Home/Drop Off and Collection Policy ***- Consent to walk home from school independently***

June 2026

Review date: June 2027



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Walking Home / Drop Off and Collection Policy

Harworth Church of England Academy

1. Introduction

Harworth Church of England Academy recognises its duty to safeguard pupils at all times, including during arrival at, and departure from, the school site. The beginning and end of the school day are key times where clear procedures are essential to ensure pupil safety.

This policy outlines expectations and procedures for:

- Drop off at the start of the day
- Collection at the end of the day
- Pupils walking to and from school independently

This policy should be read in conjunction with the school's Child Protection and Safeguarding Policy.

2. Aims of the Policy

The aim of this policy is to:

- Ensure all pupils are safe when arriving at and leaving school
- Provide clear procedures for staff dismissal and supervision
- Ensure parents understand their responsibilities
- Set clear expectations for independent travel
- Ensure consistent safeguarding practice across the school



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3. Legal and Safeguarding Framework

There is no legal age at which a child can travel to or from school independently. It is the responsibility of parents/carers to decide if their child is ready for this level of independence.

The school has a duty of care to safeguard pupils whilst they are on the school site and until they are safely collected or dismissed.

Once a pupil has been dismissed from school, responsibility for their safety transfers to parents/carers.

The school reserves the right to intervene and take safeguarding action if there are concerns about a child's safety when travelling to or from school independently.

4. Start of the School Day

- School doors open at **8:30 a.m.**
- Pupils should not arrive before this time unless attending a supervised provision such as breakfast club

Parents/carers are responsible for their children until they are handed over to school staff.

Children must not be left unsupervised on site before this time. If pupils are left unsupervised, the school will contact parents/carers to address this concern.

5. End of the School Day

- The school day ends at **3:15 p.m.**



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- Pupils will be dismissed by their class teacher in a safe and orderly manner

Children will only be released when:

- They are collected by a known and authorised adult
- OR they have written parental permission to walk home independently

Teachers are responsible for ensuring that children are dismissed safely and appropriately.

6. Authorised Collection Arrangements

Parents/carers must provide the school with details of authorised adults who are permitted to collect their child.

Only individuals named and known to the school will be permitted to collect pupils.

If an unfamiliar person arrives to collect a child:

- Staff will verify identity before release
- The child will not be released until confirmation is received

Staff will not release a child if they have concerns about the safety of the collecting adult, including if:

- The adult appears intoxicated
- The adult is unable to care safely for the child
- There are safeguarding concerns

In such circumstances, staff will follow safeguarding procedures and inform the DSL immediately.



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7. Walking to and From School Independently

EYFS and KS1

- Pupils must not walk to or from school alone
- Pupils must be collected by a named adult

Older siblings attending the school are not permitted to collect pupils in EYFS or KS1.

KS2

- Pupils in Years 3 and 4 should be brought to and collected from school
- Pupils in Years 5 and 6 may walk home independently only if:
 - o written parental consent has been provided
 - o the school agrees that the arrangement is appropriate

The school **strongly recommends that independent walking arrangements are primarily considered for Year 6 pupils**, as this supports preparation for transition to secondary school.

Where requests are made for Year 5 pupils:

- each case will be considered individually
- decisions will take into account maturity, confidence, risk and safeguarding considerations

The school reserves the right to refuse or withdraw permission for independent walking if there are concerns about a pupil's safety or wellbeing.

Siblings Walking Together



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- Pupils may walk together only if both are in KS2 and written consent has been provided
- The school must be satisfied that the older pupil has sufficient maturity to take responsibility

8. Parental Responsibility

Parents/carers choosing to allow their child to walk independently must:

- Assess the safety of the route
- Ensure their child can follow road safety guidance
- Ensure their child knows how to respond to concerns or emergencies

Parents must inform the school immediately if a child does not arrive home as expected.

9. Extra-Curricular Clubs

Where pupils attend after-school clubs:

- Staff will expect the pupil to remain until the end of the session unless informed otherwise

Collection or walking home arrangements must be consistent with those authorised by parents.

Independent walking after clubs must also have prior written parental consent.

10. Supervision on School Site



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There is no staff supervision:

- Before 8:30 a.m.
- After 3:15 p.m. (unless attending a club or provision)

Children remain the responsibility of parents:

- Before they are handed over at the start of the day
- After dismissal at the end of the day

11. Late Collection Procedure

Parents must notify the school as soon as possible if they are going to be late.

If a child is not collected:

- The child will remain supervised by staff
- Parents and emergency contacts will be contacted

If no contact can be made:

- A senior leader or DSL will be informed
- Further safeguarding procedures will be followed

If a child is not collected and no contact is made by **4:30 p.m.**, the school will contact relevant safeguarding agencies, which may include Children's Social Care or the Police.

Repeated late collection may be recorded as a safeguarding concern and followed up accordingly.

12. Safeguarding Concerns at Collection



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Staff will take appropriate action if there are concerns about:

- The safety of the collecting adult
- The wellbeing of the child
- A child leaving in unsafe circumstances

This may include:

- Delaying release
- Contacting parents or emergency contacts
- Referring concerns to the DSL

13. Promoting Safety and Independence

The school encourages parents to support children in developing independence safely by:

- Practising walking routes together
- Teaching road safety skills
- Helping children understand how to respond to risks

14. Monitoring and Review

This policy will be reviewed annually or sooner if required.

The school will review procedures following incidents to ensure best practice is maintained and pupil safety is continually improved.



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APPENDIX 1

Permission for pupils to walk to and from school unaccompanied

The person with **parental responsibility** must complete and return this reply slip to school as soon as possible before the child first walks home alone.

Name of Child:Class:

I wish to inform you that my child will be walking to/from school on regular basis. I will notify you immediately should this arrangement change. I have read and understood the guidelines, systems and reasonable precautions set out in the 'Policy on Collection from School and Safeguarding Pupils Walking to and from School Alone'.

I fully understand that once I give permission for my child to walk to and from school alone, the school is not responsible for my child's actions or whereabouts once they are not on the school premises.

Signed:Date:

Print Name: