



# **CHILD COLLECTION AND INDEPENDENT TRAVEL POLICY**

**Review: September 2024**

**Next review: September 2026**

## **Rationale**

The need for the school to devise a child drop off/collection policy is to:

Clearly outline the drop off/collection procedures to the school community.

To ensure that each child is safe when on the school grounds.

## **Aims**

- That no child is unaccounted for at any time.
- That each teacher is up to date on child drop off/collection procedures and arrangements.
- That the school community is aware of the appropriate drop off/collection procedures.

## **Guidelines**

- School gates are opened at 8:40am and are closed for school at 8.50am. The gates are opened again at 3.15pm to enable parents to enter the school. They are closed again at 3.25pm. In the morning children go straight into their classrooms without lining up from 8.40am onwards.
- School ends at 3.15pm for all children.
- Foundation Stage and Year 1 pupils will remain in their classroom until they are released by staff to their parent or carer. The school should be informed by the parent of any changes to arrangements either by phone, in person or in a note to the teacher. If there are any concerns in releasing pupils, the school will get in touch with the child's parents to confirm the arrangements.
- Year 2 , Year 3 and Year 4 pupils will be released to their parent or carer from the Westgate Street playground.
- If a child from either KS1 or KS2 is not collected they will be taken to office staff and parents /carers will be contacted. (See After School Procedure for Uncollected Children)
- Year 5 and 6 pupils will be released from the Sheep Lane playground at the end of the school day. Children should have clear instructions from parents/carers as to their collection or the arrangements for walking home by themselves. Parents must give permission by completing the form at the end of this policy. (Appendix A). However, the school may have concerns about a child walking home e.g. the distance the child would have to walk. Everybody is expected to exit the school grounds promptly.
- Any children attending extra-curricular activities must safely assemble in the designated area for that activity. Parents/carers will collect their child from the main entrance at the end of the club session. The person responsible for the club will release each child to the designated carer. If there is a delay in a child being collected, they should return to the office and inform the office staff.

## **Parental Responsibility**

- At the point of collection the responsibility for the care of the child is passed to the parent/designated collector. Dangerous play/inappropriate behaviour in the school grounds is not allowed and we respectfully request that parents support the school with this policy.
- Parents/carers should provide an update emergency contact numbers.
- Emergency closing: Parents/carers should note that the headteacher might not be in a position to allow children into the school building/playground because of an unforeseen emergency. Parents should check text, the website/radio/correspondence for information of closures.
- In the event that there is a change to collection arrangements, parents/carers will inform the school in writing. (Appendix B)
- We will only hand over pupils to named adults or older siblings provided the adults or siblings are 14 years old or above for pupils up to and including Year 4. (Appendix B.)
- In the event that a parent wishes someone younger to collect their children they must inform the school in writing acknowledging this is against school policy and advice.

### **Walking Home Alone Policy**

This policy is devised for the general health and safety of children.

Parents who wish their child to walk home unescorted by an adult at the end of the school day (3.15pm), 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.
- Children should be in Year 5 or 6.
- It is the parents' responsibility to check the route that their children may walk home in order that they may make an assessment of the appropriateness of the journey. Crossing of fast roads, 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 parents' responsibility to ensure they are sufficiently happy that their child is capable of undertaking 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) and preferably have their own mobile phone. (This should be kept in the office during the day).
- There should be someone at home to meet the child on their arrival.
- 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 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.

### **Preparing your child to make an independent journey**

There are lots of 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 finding their way 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. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour). And if that person tries to convince him to go with the child or tries to physically get close, then the child should scream, "Help! This is not my dad!" or "Help! This is not my mum!" and run away. If they grab them, tell your child to kick, punch, and hit as hard as they can.

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 didn't want to do i.e. scream, shout, kick, fight?
7. Would they know what to do if they needed help?
8. Would they know who 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.

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.

**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 London Fields 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: \_\_\_\_\_

## Appendix B

### PERMISSION FOR ANOTHER PERSON (OTHER THAN A PARENT)

#### TO PICK UP A CHILD AFTER SCHOOL

Dear Parent/Carer

From time to time you may find it necessary for someone else to pick up your child from school. In order to ensure the safety of all children in our care, we are unable to hand your child over to any adult other than you the parent, unless you have given us prior written permission.

Please list below any adults that have your permission to pick up your child and when they are likely to do so (not specific dates). If they will be picking up on a regular basis on regular days, please specify. If they are permitted to pick up anytime, please state 'any day'.

Please note that we strongly advise that children from Nursery to Year 3 child are collected by a person older than 14. Any further unexpected pick up arrangements will be allowed as they occur, as long as we have your written permission or you have phoned the school to advise the reception desk before the end of the day.

Thank you.

I, ..... (insert your name) give permission

for my child ..... in .....  
Class to be

collected after school by the following people.

Name of person collecting and relationship to child

Person's contact number:

When, which days to pick up, if known:

Signed: .....

Date: .....