



Loving God and each other

We work together to be the best that we can be

COLLECTION FROM SCHOOL AND WALKING HOME POLICY

Review date: February 2020

Inclusion Manager: Laura Smith Date: 08.02.2020

Head Teacher: Michele Battersby Date: 08.02.2020

Nominated Governor: Amar Abbas Date: 08.02.2020

Adopted by: (signatures)

Introduction

It is essential that the school ensures all children leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school. Sometimes there will be 'one-off' arrangements. For this reason we have set out clear procedures which all staff and parents/carers must adhere to.

General collection procedures

- Children are to be collected at the end of the school day from their child's class teacher.
- Children must inform their teacher when their agreed adult has arrived.
- Children are not to be released from school with someone if they are showing signs of distress or anxiety.
- Children are not to be released if the teacher feels that the parent is not in a fit state to ensure their child's safety.

Non-parents collecting children

- Parents must have provided clear verbal or written permission to the class teacher for children to be released to an adult who is not the parents or carers of the child. This permission must be given with a description of the person collecting (if not already known to the school).
- Where possible, this person will be introduced to the class teacher in advance of the first collection.
- If the children are to be collected by someone other than the parent/carer, this must be indicated to a member of staff before 2.45pm.
- If any member of staff is unsure of the adult's identity they may ask to see identification. If, after checking identification, there is any uncertainty about the person collecting, the member of staff should take the child to the school office and contact the parents by telephone to seek further guidance/advice, and inform a member of the Senior Leadership Team.

- Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

Children walking home independently

- Children in Years 5 and 6 are allowed to leave school independently provided parental consent has been given in writing.
- The school keeps a register of children who have permission to travel to and from school independently which is shared with the child's class teacher.
- Children must notify the class teacher when leaving school.
- This permission only applies to children leaving school at the end of the school day: any child leaving school early (e.g., for medical reasons) must be collected by a responsible adult.
- The school also reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time.
- The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.