

Safe Collection of Pupils

Rownhams St John's CE Primary School

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Next review due: May 2022

Contents

1. Statement of Intent	3
2. Aims	3
3. Pupils in Reception and Key Stage 1	3
3.1 Authorised Adults	3
4. Pupils in Key Stage 2 (Year 3,4,5 and 6)	3
4.1 Preparing Children to Walk to and From School Independently	4
Appendix 1 Permission slip	5

1. Statement of Intent

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. In the event that a child is not collected by an authorised person at the end of the school day, the school puts into practice agreed procedures.

2. Aims

Our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely. The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children leaving the school premises.

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

3. Pupils in Reception and KS1 (Year R, 1 and 2)

At the end of the school day, pupils in these year groups wait with their class teacher/ LSA and are handed over individually to their authorised adult (see below). Our agreed school policy is that no pupil in Reception or Key Stage 1 should walk to or from school on their own or be left on their own on the school premises either before or after school. In addition, we will only hand over pupils to authorised adults or older siblings provided they are 16 years old or above. Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement. We also ask that you keep us informed of any changes in arrangements, preferably by letter/ email.

3.1 Authorised Adults

- Parent/Carer Family member
- Childminder
- Neighbour
- Someone over the age of 16 who has the parent/carer's verbal or written permission to collect the child from school.

4. Pupils in KS2 (Year 3, 4, 5 & 6)

Children in Key Stage 2 (Years 3, 4, 5 & 6) will exit at the designated door to the KS2 playground to meet their authorised adults.

There is no set age when children are ready to walk to school or home on their own. It very much depends upon their maturity and confidence. Therefore as parents of pupils in KS2, we believe that you need to decide whether your child is ready for this responsibility. We would still highly recommend that pupils in year 3 and 4 at least are still brought to and collected from school.

If your child attends an after school club and this finishes outside of normal school hours, then specific permission must be given to the school regarding your child leaving the site.

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.

4.1 Preparing Children to Walk to and From School Independently

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). If that person tries to convince your child to go with him/her or tries to physically get close to him/her, then 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.

Parents are fully responsible for their child's safety before they enter the building at the start of the day and after they leave the school building at the end of the school day.

If you decide that your child is ready to walk to/ from school independently then you must inform the school by letter or by completing the slip on page 5 of this policy. Your child will be prevented from walking home unless this permission has been given in writing.

IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE PLEASE ENSURE YOU LET US KNOW IN WRITING IMMEDIATELY.

Appendix 1 Permission for pupils to walk to and from school unaccompanied parental permission slip

Rownhams St John's C of E Primary School

Permission for pupils to walk to and from school unaccompanied

Person with parental responsibility to complete and return this reply slip to school A.S.A.P

Name of child:

Year:

I wish to inform you that my child will be walking to/from school on a 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 'Safe Collection of Children' policy.

Signed..... Date: (dd/mm/yy)

(Name print).....