



Policy for Drop-off/Collecting Children from School at the End of the Day And Safeguarding Pupils Walking To and From School Alone

Date	Next review	Responsible Person
October 2018	As required	Headteacher

There are no laws around age or distance of walking to school. A families' guide to the law states:

"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school."

Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. However, as a school we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

Dropping Off At School

Parents/carers are responsible for their own children until the bell/whistle is blown at 8:50am or until your child is dropped off/ signed into school if they are late. Parents should supervise their own children on the playground. The school will take no responsibility for any incidents that happen before 8.50am or as a result of lack of supervision from parents/carers.

Children should not be left unsupervised on the playground before 8.50am. If your child walks to school alone then they remain the sole responsibility of the parent/carer until 8.50am.

Collection from School

All Pupils (with the exception of those in year six given permission to walk home)

Our school policy is that no pupil in reception up to and including year five can walk to or from school on his or her own or be left on their own on the school premises either before or after school.

We will only hand over pupils to named adults or older siblings provided they are 14 years old or above (however, if the professional judgement of the adult at school deems the older sibling not to be suitable, they will not hand the child over). We will not allow older brothers or sisters in school to collect younger siblings. If a child under 14 comes to collect your child from school the non-collection procedures below will apply.

Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement. If someone turns up to collect your child and we have not been notified, the adult will have to wait until we have verified his or her identity by making telephone contact with a parent/carer. Should we be unable to contact a parent/carer then the school will follow the non-collection procedures, detailed below. It is important to always communicate changes to collection, including if a child is being collected by another parent to avoid any inconvenience – this can be done via communication at drop off with the class teacher, via email to the

admin@ashdene.cheshire.sch.uk email address or if changes to collection are made on the same day a telephone call should be made to the school office (01625 383232).

Once children are released to parents/carers at 3.20pm for reception and key stage one or 3.30pm for key stage two classes the responsibility for children becomes that of the parent/carers. Parents should supervise their own children on the playground. The school will take no responsibility for any incidents that happen after 3.20/3.30pm or as a result of lack of supervision from parents/carers.

Year 6

While there is no set age when children are ready to walk to school or home on their own we believe that you as parents need to decide whether your child is ready for the responsibility of walking to and from school alone. 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. There are many 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 way finding on their own, in preparation for walking with friends or alone when they are older.

Teach your child to:

Follow the Green Cross Code

- find a safe place to cross
- stand on the pavement near the kerb
- look all round for traffic and listen
- if traffic is coming - let it pass then look all round again
- when there is no traffic near, walk straight across the road
- keep looking and listening for traffic while crossing

When walking along the road:

- always walk on the pavement or path if there is one - never stray on to the road
- walk as far away from the kerb as possible
- walk in single file on the right side of the road facing the traffic if there's no pavement

When you are out and about

- explain road safety rules
- use the Green Cross Code

- talk about what's going on in the street
- encourage your child to talk about what they see on the roads and whether it's safe or not
- let your child make decisions with you, so that they learn through activity
- help your child plan the safest route whenever they are going somewhere

Using crossings

- always use the Green Cross Code
- wait at the kerb by the crossing so that drivers know they want to cross
- at a signal crossing, press the button and wait for the green man to light up and never walk out while the red man is showing, even if the cars have stopped or other people are crossing
- always walk over the actual black and white stripes of a crossing - many accidents happen around crossings
- never cross the road while using their mobile phone or while listening to music on head phones
- stay alert at all times, remember cyclists and motorcyclists use the roads as well as drivers

Be aware of Stranger Danger

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 did not want to do?
7. Would they know what to do if they needed help?
8. Would they know whom 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 in writing via the admin@ashdene.cheshire.sch.uk email address. No other forms of communication will be accepted. Your child will be prevented from walking home unless this permission has been given in writing via email and the non-collection procedures below will apply.

The following procedures will be followed for any child who is not picked up

- The child will remain with the class teacher until all other children have been dismissed.
- If the child has not been collected they will be taken to and signed in to after school club by the class teacher. Parents will be charged for this service by Holiday Zone.
- The administrative team in the School Office will contact the parents by telephone to inform them of the arrangements made.
- If no contact can be made with the parents or emergency contact the school will continue to try and make contact for a reasonable amount of time until 4.20pm, at the latest.
- After 4.20pm, if we have not been able to make contact then Social Services will be contacted for advice.
- Two members of school staff will remain at school until Social Services make their decision as to whether it is a case of abandonment.
- If a child is frequently not collected on time then the Educational Welfare Officer (EWO) will be contacted.

The following procedure will be followed if any child is picked up by an allegedly impaired person:

- If the person picking up a child is, in the judgment of staff, impaired (under the influence of drugs or alcohol) and unable to adequately care for the child, the staff will not release the child to that person.
- The child will be taken to the School Office and a Senior Member of Staff will offer to call a relative or friend to pick up the person and child.
- If no contact can be made then Social Services will be contacted for advice.

After-School Clubs

Whilst every effort will be made not to cancel after school clubs run by school staff there may be occasions where cancellation is unavoidable.

- Where possible an email will be sent giving at least 24 hours' notice of a cancelled club. Parents/carers must collect their children from school at the end of the school day.
- If 24 hours' notice is not possible (due to staff illness for example) the school will contact parents/carers by telephone call by 12pm on the day of the club. If you are able to come and collect your child then they will be released at the end of the school day. If you are unable to collect then a member of staff/after school club will take care of your child until you arrive. No charge will be made for the use of after school club in this instance.
- If a parent is unable to be contacted on the day of cancellation then then a member of staff/after school club will take care of your child until you arrive. No charge will be made for the use of after school club in this instance.

Please ensure you are satisfied with the cancellation procedures of after school clubs run by external providers as the school are unable to accept responsibility for these clubs being cancelled.

The website below provides some useful information:

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/staying-safe-away-from-home/>