



## Collecting Children from School Policy

Date approved: 10<sup>th</sup> February 2021

Signed: Richard Hunt  
Chair of Governors

Review Date: February 2024

Revision No.	Date issued	Prepared By	Approved By	Comments
1	10.02.2021	LN	FGB	New policy

## **Introduction**

As part of our safeguarding procedures a child can only go home with the usual person who collects the child. If someone different is collecting, the class teacher should be informed beforehand by the child's parent, preferably in writing/electronic communication [Dojo, email]. We will not send a child home with someone else even if they are known to the staff member/school unless this has been communicated to the class teacher first. The class teacher will be responsible for ensuring that they share this information if someone else will be taking the child home.

When informing the class teacher, parents should indicate if this is an on-going arrangement or a one-off situation. If the arrangement is likely to be frequent, the information will be added to SIMs so that all staff can be made aware of the arrangement.

If someone different is collecting a child, and the teacher does not already know this person, staff will ask for a way of being able to identify them. If a parent contacts the school during the day to inform that someone else is picking up the child, they must inform the school office. The member of staff who takes the message is responsible for ensuring that classroom staff are aware.

If a message is given to a member of the admin team during the school day, it may not be possible for the message to be given to the class teacher before it is time to go home. In these circumstances, class teachers will bring the child and the person collecting them to the school office (once all the other children have been dismissed) for clarification of this before sending the child home.

Children must be collected by someone over the age of 14 years. If staff are unsure of a young person's age, they will ask for proof before sending the child home.

No child will be sent home with another person without the school receiving at least verbal permission from a person with parental responsibility. In the event the parent/carer cannot be contacted the school will seek advice from Children's Social Care before making a final decision to send a child home.

## **Collection from School during School Hours**

Parents/carers should ensure that routine appointments, e.g. to see the dentist or doctor, are made during the school holidays or after school. If your child needs to attend appointments during the school day, evidence of the appointment/s should be provided to the school office prior to the appointment day wherever possible so that this can be recorded. This evidence should be provided to the school office. When coming to collect your child to attend an appointment, parents/carers who have not provided evidence beforehand will be asked for evidence to validate the reason for the child to be collected from school during the day. Evidence could include a hospital letter, an appointment card or a text confirmation/reminder. If no evidence can be provided parents/carers may be asked to speak to a member of the Senior Leadership Team.

## **Walking To and From School Unaccompanied**

There is a growing trend for the older children in the school to walk home unaccompanied at the end of the school day or at the end of an afterschool club. While we as a school promote independence in our children, we are always mindful that safety and security should come first, particularly when the evenings get darker earlier.

Only pupils in year 5 and 6 can go home on their own provided that both the school and family have no concerns about the child's ability to keep themselves safe and that the school receives permission in writing from the parent/carer. Letters are sent home at the start of each academic year for children in year 5 and year 6 (see appendix A) so that parents can request the Headteachers agreement for this to occur.

As part of our safeguarding procedures, we have an up-to-date register of all children who have been given permission to walk home alone. This is kept up to date by the office staff who will ensure that teachers of children in years 5 and 6 have a class list with information about the arrangements for each child. This should be displayed in the classroom in case a supply teacher is taking the class.

Parents should ensure that their child understands the Green Cross Code/Road Safety, is aware of stranger danger and clearly understands what action to take in case of an emergency. It is advised that children of primary age walking home alone go straight to an agreed residence and do not go home to an unsupervised dwelling.

## **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. We are committed to treating all pupils fairly and challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any member of the school community and it helps to promote equality and accessibility at our school.

## **Safeguarding Commitment**

The school is committed to safeguarding and promoting the welfare of children, in line with Keeping Children Safe in Education 2020, and expects all staff and volunteers to share this commitment. We take seriously our duty of care to our pupils and staff which includes safeguarding them from the risk of harm, this includes transference of care. Under the children Act 1989, teachers have a duty of care towards their pupils, traditionally referred to as "in-loco-parentis". Legally, while not bound by parental responsibility, teachers must behave as any reasonable parent would do in promoting the welfare and safety of children in their care.

