



Albert Pritchard Infants and Wood Green Junior School

Safe Collection of Pupils Policy

Purpose

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of a school day.

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 child's parent should inform the school office beforehand. 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 school office first. The class teacher will be responsible for ensuring that they share this information if another member of staff will be releasing the children at home time. When informing the school office, 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 the child's personal contact details and SIMs so that all staff can be made aware of the arrangement. If someone different is collecting a child, and the person does not appear on the child's personal contact form, office staff will give the child's parent a password as a way of being able to identify them.

Children must be collected by someone over the age of 16 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.

Guidelines for Parents

- School gates are opened at 8:45am for 'trickling in' and are closed at 8:55am for the start of the school day. The gates are opened again at 3.00pm at the KS1 site and 3:15 at the KS2 site to enable parents to enter the school. They are closed again at 3.25pm at the KS1 site and 3:40pm at the KS2 site to enable parents to exit the school grounds.
- School responsibility commences from 8:45am when the children should enter their classrooms where a member of staff will be waiting until the end of the school day.
- Foundation Stage and KS1 pupils will remain in their classroom until they are released by staff to their parent or carer.
- KS2 children will be released from the playground to their parent or carer.
- If a child from either KS1 or KS2 is not collected they will be taken to the school office
- Any children attending extra-curricular activities will be collected by their Parents/carers from the School's main entrance at the end of the club. If there is a delay in a child being collected, they will be returned to the school office.

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. 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 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.

At APWG we request that 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 so that parents can request the Head teachers agreement for this to occur.

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.