‘Learning Together, Growing Together,
Succeeding Together.’

Collecting Children From School Policy

September 2024

Micklehurst All Saints CE Primary School Aims:

- To help children develop a sense of respect for themselves and others
- To ensure a secure, caring and supportive environment
- To provide an atmosphere of trust co-operation and understanding between home, school and the community
- For all children to be happy, enquiring and motivated learners
- To inspire a love for learning
- To develop Christian values
- To nurture self-respect and respect for others
- To celebrate achievement

Our Vision Statement

Our roots are firmly anchored in Christian values to enable children to grow and blossom.

'Micklehurst All Saints is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment'.

1. Statement of Intent

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment the school has a responsibility to ensure that as far as they can that children are safe on their journey to and from school.

2. Collection From School

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/carer, preferably in writing. 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 sending the child home.

When informing the Class Teacher, parents/carers 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 Class Teacher does not already know this person, staff will ask for a password as a way of being able to identify them. If a parent/carer contacts the school during the day to inform that someone else is picking up the child, the member of staff who takes the message is responsible for ensuring that a password is requested.

Children must be collected by someone over the age of 14 years unless approved by the Headteacher. 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 that the parent/carer cannot be contacted and all other contact details have been exhausted then the school will seek advice from Children's Social Care.

3. 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 wherever possible. If your child needs to attend appointments during the school day, 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.

4. 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 after school club. While we as a school promote independence in our children, we are always mindful that safety and security should come first, particularly as the evenings start to get darker.

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 a permission slip from the parent/carer (Appendix 1)

.

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 school office 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 kept in the classroom in case a supply teacher is taking the class. A copy will also be kept in the SLT area and main school office.

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 have a mobile phone, go straight to an agreed residence and do not go home to an unsupervised dwelling.

5. 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. The curriculum is planned to be inclusive and meet the needs and interests of a full range of learners. Activities and resources will be differentiated and adult support used to ensure that children assess the curriculum and make the best possible progress.

Appendix 1 - Permission to Walk Home Unaccompanied

Dear Parent/Carer,

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 after school club. While we as a school promote independence in our children, we are always mindful that safety and security should come first, particularly as the evenings start to get darker. It is school policy that only children in Year 5 and Year 6 are allowed to walk home on their own, provided that 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.

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 have a mobile phone, go straight to an agreed residence and do not go home to an unsupervised dwelling.

As part of our continual assessment of our safeguarding procedures we would like to ensure that we have an up to date register of all children who have permission to walk home alone. If you give permission for your child to walk home alone, please complete the details below.

Yours Sincerely



Miss L Trelfa
Headteacher

Child's Name: ..... Year: .....

I give consent to my child being allowed to walk home from school alone. I have spoken to my child about the importance of the Green Cross Code/Road Safety and stranger danger. I can also confirm that my child understands what action to take in case of an emergency.

Signed: ……..Date:……..

Name: ……

In School

Agreed by: ……Date:……..