



COLLECTION AND WALKING HOME FROM SCHOOL PROCEDURES POLICY

Frequency of review	Annual
Governor lead	Bethany Taylor
Lead member of staff	Robert Webb
Reviewed on	May 2025
Reviewed by	Governing Board
Next review	May 2026

General Statement

This establishment recognises that it is essential to ensure all pupils are safe when they leave school at the end of the day. For many families, arrangements need to be flexible, and it may be that a number of people care for the child after school. For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils.

Legal Position

There are no laws on who can and can't collect pupils from school, or the age at which children can walk home alone. It's up to school to decide what they allow and how this will be carried out.

Parents are responsible for their child's safety outside of the school grounds.

General Arrangements

The school day ends at 3.20pm for EYFS and KS1 pupils; and 3.30pm for KS2 pupils.

- Children in Foundation Stage and KS1 are handed over to their Parent/Carer or other agreed adult.
- Foundation stage pupils leave school via their classroom doors at the front right of the school.
- Children in EYFS and Y4 leave via their classroom doors at the front of the school.
- Y1 pupils and Y3 pupils leave via the blue gates to the right of the main entrance.
- All other pupils leave via the green gates to the far right of the school.
- If the person expected to collect the child is not there, the child will return to the classroom or main office and inform the class teacher.
- Any child not collected within 10 minutes will be taken to the school office and should be collected from there.

Collection from School

- Parents/Carers will be asked to formalise collection arrangements when their child is first admitted to the school. This will include:
 - Consent (if appropriate) for child to walk home from school unaccompanied.
 - A list of people authorised to collect child from school.
- School will ensure pupil's emergency contact info is updated to include those allowed to collect pupil from school.
- School will not allow anyone who's not listed as authorised collect a pupil without contacting the parents to verify their identity first.

- School will contact parents/carers who have not provided school with relevant collection arrangements/consent.
- Gates will be opened for parents/carers to collect children no earlier than 3.20 (EYFS/KS1) or 3.30 (KS2)
- Class teachers will escort pupils to collection areas and will wait with children to be collected..
- Parents/carers to inform school in advance in regard to any changes in collection arrangements, such as medical appointments.
- Relevant staff will be made aware if a pupil's going to be collected during the day, and who's collecting them.
- Staff will not allow pupils to wait with, or go with other parents unless permission has been given.
- Staff can ask to see identification if uncertain over a collecting adults' identity.
- If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:
 - A staff member will take the pupil to the school office.
 - The pupil's parents/carers will be contacted for further advice.
 - A member of the SLT will be made aware of the situation.
 - If the pupil's parents/carers are not contactable, the standard procedure for non-collected children will be followed.

Walking Home from School/leaving the school grounds unaccompanied

- Pupils will only be allowed to walk home from school/leave the school grounds unaccompanied from year 4 and if a signed consent form is in place (see Appendix A).
- Pupils with a signed consent form will be allowed by staff to leave the school grounds and walk home unaccompanied every afternoon unless informed otherwise.
- If a pupil leaves the site unaccompanied without prior consent absconding child procedures will be followed.
- Any safeguarding concerns will be raised with the Designated Safeguarding Lead (Mr R Webb) or one of our deputy designated safeguarding leads (Miss C Simmons, Mr T Caffrey, Mrs Z Elwick).
- A record of permission for children to walk home unaccompanied is stored on the school's MIS system.
- The headteacher reserves the right to prevent any child walking home unaccompanied, regardless of consent, if doing so poses a safeguarding risk.

After School Clubs

- Details of after school clubs are circulated separately. Timings are available on the clubs list which is on the school's website.
- Collection from after school clubs will be from the school's main entrance and supervised by the staff running the club.
- Collection and walking home unaccompanied procedures detailed above will be followed.

Late Collection

- Parents/carers to notify school at the earliest possibility to make aware if going to be late to collect.
- Pupils will be supervised at all times and appropriate staffing ratios will remain in place.
- If a child has not been collected a staff member will be monitoring the school phone in case of contact.
- School will contact parents/carers if a pupil has not been collected at the expected times. If contact is ever not possible school will contact other emergency contacts listed in the pupils' records.
- The school will keep a record of incidents where parents are late with no reasonable explanation using the school's electronic CPOMS system.

- A meeting will be arranged with parents/carers in relation to persistent late collection to ascertain the reasons behind and whether school can help avoid further late collections in any way.
- If required school will liaise with external agencies.

Unacceptable Practices

- Under no circumstances will school staff take pupils home themselves.
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Related Documents

The Collection and Walking Home from School Procedures Policy will be used in conjunction with:

Health and Safety Policy,

Child Protection and Safeguarding Policy.

(These policies are available in the school policies section of the website. Alternatively, paper copies can be obtained from the school office by request).

Appendix A

Permission for pupils to walk from school unaccompanied at the end of the school day - This also applies to after school clubs (not SKIDS).

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

Name of Child: _____

Class: _____

I consent to my child walking home/leaving the school grounds unaccompanied.

I will notify you immediately should this arrangement change.

I have read and understood the Collection and walking home from school procedures Policy.

Signed: _____ Date: _____

Print name: _____

Relationship to child: _____