

Leverington Primary Academy



Safe collection of children

January 2024

The safety of our children and community is of paramount importance to us all and, as a result, we will have clear and robust procedures for collection at the end of the day/activity in place. These will be clearly shared with staff, parents, carers and pupils.

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 all of our pupils. We have a duty of care to our pupils when they are on site and want to ensure that they will be safe once they leave our care at the end of the day.

Aim

The end of the school is a busy time and our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely. The aim of this policy is to make the responsibilities and expectations of all parties clear when it comes to children leaving the school premises.

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed, they will be aware of the procedures being followed.

There is no law determining the age at which a sibling can accompany a child to or from school. It is ultimately up to parents and carers to decide whether they feel it is appropriate.

As a school, we deem an authorised adult to be a responsible person aged **16 years or over**.

The authorised adult might be:

- Parent/carer
- Family member
- Childminder
- Neighbour
- Someone over the age of 16 that has written permission to collect the child from school.

Reception and Key Stage 1

Children in Reception, Years 1 and 2 must be collected by a named, authorised adult. They cannot be collected by an older sibling in school or by someone under the age of 16. Staff working in these classes have been instructed not to release children to anyone that is not a named, authorised adult or older sibling and will contact parents/carers to ensure they are collected by an authorised adult. This applies to after-school clubs too.

Key Stage 2

We encourage all parents/carers to collect their children from school. However, as there is no set age at which the law allows for children to go home alone, we recognise that parents of children in Year 6 may want to support their children in developing independence. This being the case, we do allow children in Year 6 to walk home alone with the prior, written consent of a parent/carer, provided that the school and the parents have no concerns about

the child's ability to keep themselves safe. Year 6 children will not be allowed to walk home after a club/activity if it is dark; arrangements must be made for the child to be collected.

When deciding whether your child in Year 6 is ready for the responsibility of walking home alone, you might want to consider the following:

- Do you trust them to walk straight to school or straight home, using the agreed safe route?
- Are there roads to cross on the route and how busy/safe are these roads?
- Do you trust them to behave sensibly when with a friend or a group of friends?
- Are they road safety aware?
- Would they know what to do if a stranger approached them?
- Would they know what to do if they needed help?
- Do they understand about keeping themselves safe and not to make dangerous choices, either by themselves or with a group of friends?
- Have you had reason to question their judgement for their age?

If you are happy for your child to walk home alone, a letter will be sent out when they move to Year 6. They will not be allowed to walk until written consent is received.

Should their behaviour not be acceptable, you will be asked to accompany them or collect them until they have proved they can be trusted again.

Contact details

Parents/carers of children in our school are asked to provide specific information at the beginning of each academic year. This information is stored on Arbor including:

- Home address and telephone number of parents/carers
- Work telephone number (if applicable)
- Mobile telephone number (if applicable)
- Emergency contact details, including those authorised to collect from school
- Information about any person who has been denied legal access to the child (if applicable)
- Information about who has primary responsibility for the child.

If there are any changes to the above, we kindly ask that the school office is notified immediately to ensure that our information is always relevant and up to date, in case of an emergency. When there is a change to the end of day arrangements, we ask that parents inform the school office or the class teacher as soon as possible.

Safe collection

The school day finished at **3:25pm**. All children will line up, in their classes, on the playground.

If, as a parent, you make arrangements for your child to be collected by another adult, the school office must be informed. Any unknown person collecting children will be challenged by staff and permissions checked with parents/carers. We will also check that children are

happy to be handed over to these individuals and that they are known to them. If we do not receive a message directly from you, we will not hand over your child.

This policy should be read in conjunction with 'Protocol for dealing with children not collected from school at the end of the school day/activity' document, which is also available on the website.

Other safety issues

Parents are responsible for ensuring children do not access or use any areas of the school site that are prohibited. This includes playing on the hill or on outdoor equipment. This equipment is only permitted to be used by pupils during the school day, supervised by school staff.

Dogs and other pets are also not allowed on the school premises. This is with the exception of our school dog or guide dogs, where appropriate insurance is in place to ensure the safety of all.

Communication

As always, good communication between home and school is vital so please let us know as soon as possible if there are any changes to normal drop off or collection routines or contact information. It is important that you inform the school if for any reason you are going to be late collecting and then alternative arrangements can be put in place. Children will be put in to Afterschool Club and you will be charged for this.

We appreciate your support in safeguarding our children. It is important that we all play our part in being vigilant.