Collection and Walking Home from School Procedures

The Willows Catholic Primary School

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This policy applies to

The Willows Catholic Primary School

only

With Christ at our heart, we are a loving, caring family where each individual is nurtured in mind and spirit to fully become the person God created. In learning together, we support each other to reach our full potential in a safe and stimulating environment where all are valued and respected.

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1. General Statement

The Willows Catholic Primary School 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 several 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.

2. 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.

3. General Arrangements

The school day ends at 15:30pm.

All classes congregate around the outside edge of the Infant Playground. Adults collecting children wait in the middle of the playground. When they can see their child, they make themselves known to the child and/or adult leading the class.

Handover arrangements for all children:

- Children will wait with the adult leading the class.
- When the child can see a trusted adult, they will inform the adult leading the class.
- When the adult leading the class has seen this person, the child will be released to them.
- The adult leading the class will ensure the child arrives at the trusted adult.

4. Collection from School

- At the beginning of the school year, parents are asked to inform the school of who will generally be collecting their child. This will also include anyone who is not allowed to collect their child.
- Parents are expected to keep their contact details up to date using the Data Collection Form on MCAS.
- School will not allow anyone who is not recognised to collect a child without first contacting the parents to verify their identify first.
- The school gates will be opened no earlier than 15:20pm.
- The adult leading the class will escort pupils to the Infant Playground as above.
- Staff to pupil ratios for EYFS will be maintained during the collection process.
- Parents must inform the school in advance of any changes in collection arrangements e.g. going home with another child etc.
- Staff can ask to see identification if uncertain over the collecting adults' identity.
- If the adult leading the class or the child do not recognise the adult who is collecting them, the child will not be released to them. In this case, the adult leading the class

will take the child into school and inform the Headteacher. The child's parents will be contacted for further advice. The child will not be released until advice has been gained from a parent.

5. Walking Home from School Unaccompanied

Only children in Year 6 are permitted to walk home from school unaccompanied.

- Pupils will only be allowed to walk home from school unaccompanied if an adult with parental responsibility has informed the class teacher and added this information to the child's profile on MCAS.
- If a pupil leaves the site unaccompanied without prior consent missing child procedures will be followed.
- If a pupil thinks they are walking home unaccompanied but the information on MCAS does not reflect this, the child's parents will be contacted.
- Any safeguarding concerns will be raised with the Lead DSL.

6. After School Clubs

After school clubs routinely finish at 16:30pm. Where a club finishes at a different time, this information will be communicated with parents in the club's letter, available on MCAS.

The location of where children should be collected from will be communicated with parents in the club's letter, available on MCAS.

All children:

- Children will wait with the adult leading the club.
- When the child can see a trusted adult, they will inform the adult leading the club.
- When the adult leading the club has seen this person, the child will be released to them.
- The adult leading the club will ensure the child arrives at the trusted adult.

Walking home from school unaccompanied procedures, detailed above, will be followed.

7. Late Collection

- Parents/carers will notify school at the earliest possibility to make school aware if collection will be later than the end of the school day.
- Pupils will always be supervised, and appropriate staffing ratios will remain in place.
- 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.
- If a child is not collected by 15:40pm, the child will be placed in After School Club where the current charge will be applied.
- A meeting will be arranged with parents/carers in relation to persistent late collection to ascertain the reasons behind this and whether school can help avoid further late collections in any way.
- If required, school will liaise with external agencies.

8. Unacceptable Practices

Under no circumstances will school staff take pupils home themselves.

9. Out of School Club Provision

Where families are using the Out of School Club, the following procedures will apply.

- At the beginning of the school year, parents are asked to inform the school of who will generally be collecting their child from After School Club. This will also include anyone who is not allowed to collect their child.
- Parents are expected to keep their contact details up to date using the Data Collection Form on MCAS.
- Persons collecting children from the After School Club will collect from the Hall door. Where the provision is in a different location, there will be clear signage.
- After School Club staff will not allow anyone who is not recognised to collect a child without first contacting the parents to verify their identify first.
- All doors will remain locked.
- Parents must inform the school in advance of any changes in collection arrangements e.g. going home with another child etc.
- Staff can ask to see identification if uncertain over the collecting adults' identity.
- If the After School Club staff or the child do not recognise the adult who is collecting them, the child will not be released to them. In this case, the most senior member of staff will ask the person to leave and inform the Headteacher. The child's parents will be contacted for further advice. The child will not be released until advice has been gained from a parent.

10. Related Documents

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

- Health and Safety Policy,
- Child Protection and Safeguarding Policy,
- Before and After School Arrangements Risk Assessment.