



SACRED HEART RC PRIMARY SCHOOL

Handover of Pupils / Late Collection and Walking or Cycling Home Alone Policy

March 2017

Rationale

The need for the school to devise a child drop off/collection policy is to:

- Clearly outline the drop off/collection procedures to the school community.
- To devise an easy to follow signing in and out system within the school.
- To ensure that each child is safe when on the school grounds.

Aims

- That no child is unaccounted for at any time.
- That each teacher is up to date on child drop off/collection procedures and arrangements.
- That the school community is aware of the appropriate drop off/collection procedures.

Procedures:

School gates are opened at 8:00am in order to allow those children attending breakfast school to come in and are closed for school at 9.00am. The gates are opened again at 3.20pm to enable parents to enter the school. They are closed again at 3.40pm.

Entrance to and Exit from school for Foundation Key Stage 1 Pupils

Nursery children enter school via the nursery door.

Reception children should use the entrance by the Reception class.

Year 1 children enter via the Key Stage 1 Door

Year 2 children enter school via the Key Stage 1 Door.

Unless a child has attended Breakfast Club, school responsibility commences from 8:55am when the children enter their classrooms where a member of staff will be waiting until the end of the school day.

School ends at 3.30pm and Foundation Stage and KS1 pupils will remain in their classroom until they are released by staff to their parent or carer. The school should be informed by the parent of any changes to arrangements either by phone, in person or in a note to the teacher. If there are any concerns in releasing pupils, the school will get in touch with the child's parents to confirm the arrangements.

Nursery, Reception and Year 1 children will be released from their respective classroom doors and Y2 pupils from the Key Stage One Door; children will be released to their parent or carer.



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Entrance to and Exit from school for Foundation Key Stage 2 Pupils:

Children in Years 4 and Y5 enter and exit school via the Key Stage Two Door.

Children in Years 3 and Y6 enter and exit school via their respective classroom doors.

Children should have clear instructions from parents/carers as to their collection or the arrangements for walking home by themselves. Parents must give permission by completing the form at the end of this policy. However, the school may have concerns about a child walking home e.g. the distance the child would have to walk.

If a child is not collected they will be taken to the school office and physically handed over to a member of staff. The office staff will then make a note of the late collection on the SIMs as well of who the child was collected by.

Everybody is expected to exit the school grounds promptly.

Any children attending extra-curricular activities must safely assemble in the designated area for that activity and be registered by the group leader.

Parents/carers will collect their child from the main entrance at the end of the club session. The person responsible for the club will release each child to the designated carer. If there is a delay in a child being collected, they should return to the office and inform the office staff.

Parental Responsibility

At the point of collection the responsibility for the care of the child is passed to the parent/designated adult.

Dangerous play/inappropriate behaviour in the school grounds is not allowed and we respectfully request that parents support the school with this policy.

Parents/carers are responsible for and should provide school with up to date emergency contact numbers.

Emergency closing: Parents/carers should note that the Head Teacher might not be in a position to allow children into the school building/playground because of an unforeseen emergency. Parents should check text, the website/radio/correspondence for information of closures.

Parent/carers will fill in an individual collection rota for their child at the beginning of each academic year. In the event that there is a change to these arrangements, parents/carers will inform the school in writing.

We will only hand over pupils to named adults or older siblings provided the adults or siblings are 14 years old or above for KS1 and KS2 and 16 years old or above for Foundation Stage.



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Child Not Collected from School Policy

In the event that a child is not collected by an authorised adult at the end of a session, we will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for. If a child is not collected at the end of the session, we use the following procedures:

The school office is consulted for any information about changes to the normal collection routines.

- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school and whose telephone numbers are recorded on the school database are contacted.
- The child will stay at school in the care of a member of staff until the child is safely collected.
- If a parent/carer is late in collecting their child, they should go to the main entrance. The time will be recorded in the signing-out book and on the SIMs Register.
- At no time will a member of staff take a child home without permission from the Head Teacher and they must take another member of staff with them, or at no stage will they leave a child alone in the building.
- If no one can be contacted to collect the child after 4.30pm or staff are no longer available to care for the child, we contact the Duty Children's Safeguarding Team.
- If no one can be contacted to collect the child after a club in school which has finished at then the Duty Children's Safeguarding Team will be contacted at 5:00pm.
- A full written report of the incident is recorded on CPOMS by the Designated Safeguarding Lead (Mrs P Dungworth – Headteacher)
- Where a pupil/s is regularly collected late from school then the parent / carer may also be charged fees. (See charging and remissions policy).

Walking / Cycling to school / to Home Alone Policy

It is the parents/carers responsibility to ensure their child arrives safely and promptly to school each morning. Whilst walking to school it is understood that parents/carers ensure that their child takes the safest route possible and is accompanied at all times by a responsible adult.

During Years 5 and 6 parents/carers may decide that their child is capable of independently walking/cycling to school. If this is the case, parents/carers make the informed decision that they are responsible for their child's safety on their journey to school, even if they are not physically present.



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It is advised that parents/carers ensure their child is fully conversant with road safety, the bike is road worthy and appropriate safety gear is used.

The following guidelines set out Sacred Heart RC Primary's advice, policy and procedure should parents/carers wish to allow their child to walk to or from school without an adult:

It is the responsibility of the parent/carer to assess the route on which the child will walk home from school to ensure they are confident their child has the ability to walk home safely, even if their child is accompanied to school by a parent/carer. Crossing busy main roads and walking through secluded areas is discouraged.

It is also advised to the parents/carers that their child knows their own home phone number and other emergency contacts and either has a mobile or money for a pay phone should they need to call home in an emergency. Some mobile phones have a GPS tracking system and having an emergency ICE (In Case of Emergency) number in contacts is recommended.

Safeguarding is paramount and parents/carers need to ensure their child is fully aware of stranger danger and how to report any concerns to an appropriate adult.

Should a parent/carer wish to allow their child to walk to school unaccompanied by an adult, parents/carers are asked to inform the school and the walking/cycling/travelling consent form is completed/updated so that a register can be compiled of key children to identify should a child not arrive at school at the appropriate time in the morning.

It is essential that written consent is provided by the parent/carer to authorise independent travel to and from the school. The cycle/walking home policy must contain all emergency contact numbers and the parent/carer must notify the school and update the consent form in the event of any changes.

The school may refuse a proposal if a child is not deemed able to walk/cycle home alone:

If the school has concerns about a particular child's ability to travel safely or if a child lives too far away more than 15 minutes away permission for the child to walk home alone may be refused.

There must always be an appropriate adult/parent/carer at home to meet the child on their arrival.

Parents/carers need to be aware when walking home/cycling home the school will not know if a child arrives home as planned. Hence the parent/carer needs to ensure adequate safety protocols are in place should an emergency/accident arise.

If the school feels the welfare and safety of the child walking/cycling to school is compromised the school may revoke the arrangement and will notify parents/carers accordingly.

It is recommended that **ONLY children in Years 5 and 6** be allowed to walk to school unaccompanied by an adult and only then if the parent/carer is confident that it is safe for them to do so. However, individual cases will be discussed with parents/carers.

As the responsible body receiving children from home at the start of the day, the school will ensure that morning registrations are taken in each class. If a child is found to be absent and no prior notice of such absence has been



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received from the child's parent/carer, the school recognises a clear responsibility to contact the parent/carer to ascertain the reason for absence or highlight that a child has not attended morning registration.

It is the parent/carers responsibility to ensure that school is informed should their child be unable to attend school for any reason in accordance with the school attendance policy. If a child who walks/cycles to school unattended is not in school contact will be sought with the parent/carer within 30 minutes or the schools protocol] of morning registration taking place and an absence without reason being noted by the classroom staff.

If upon contact it is confirmed that a child has left home with the intention of walking/cycling to school but has not arrived and therefore an issue of a missing child is noted, the school will contact the police immediately. The school's designated safeguarding lead will then be immediately informed and safeguarding procedures for child protection/children missing procedures will be followed.

It is the responsibility of the parent/carer to assess the route on which the child will walk home from school to ensure they are confident their child has the ability to walk home safely. Crossing busy main roads and walking through secluded areas is discouraged. A register of children who have permission to walk/cycle home alone after the school day will be kept by the school.

If a child has left the school to walk home but does not arrive home when expected and direct contact with the child has not been established, the parent/carer should contact the school in the first instance to seek clarification from the responsible adult who dismissed their child as to the time they left school. However the school may not be contactable after home time and therefore it will be parents/carers responsibility to notify the police.

Cross Reference: Safeguarding and Child Protection Policy



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PARENTAL PERMISSION FOR A PUPIL TO WALK / CYCLE HOME ALONE

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During Years 5 and 6 parents/carers may decide that their child is capable of independently walking/cycling to school. If this is the case, parents/carers make the informed decision that they are responsible for their child's safety on their journey to school, even if they are not physically present.

It is advised that parents/carers ensure their child is fully conversant with road safety, the bike is road worthy and appropriate safety gear is used.

By signing below you give your permission for your child to travel home independently.

Thank you for supporting us in caring for your child.

Yours Sincerely

P Dungworth

Headteacher

Yes, my child has my permission to travel home alone from Sacred Heart RC Primary at the end of the school day.

Child's Name:

Year 5 / Year 6 _____

Parent / Carer Signature: _____

Parent Name (printed): _____