

COLLECTION AND WALKING HOME FROM SCHOOL PROCEDURES

Upper Wharfedale Primary Federation

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 3:30pm at Cracoe, Grassington and Burnsall and 3:00pm at Kettlewell
At each school all year groups are escorted from the classroom/hall to parents/guardians or to taxis and buses

Collection from School

- Parents/Carers will be asked at the start of the school year to formalise collection arrangements in writing. This will include:
 - Consent (if appropriate) for child to walk home from school unaccompanied.
 - A list of people authorised to collect child from school.
 - Arrangements for specific days where known e.g. childminder to collect on a Wednesday.
 - Confirmation of any persons **not** allowed to collect pupil 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 2:50 pm at Kettlewell and 3:20 at Burnsall, Cracoe and Kettlewell
- Class teachers will escort pupils to collection areas and will wait with children to be

collected.

- Staff to pupil ratios will be maintained during the collection process including statutory ratios in relation to EYFS pupils.
- **It's legal for someone under 16 to collect a child from school. Parents may set up arrangements of an older sibling to collect.**
- Parents/carers to inform school in advance in regards 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 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 unaccompanied

- **Pupils In Year 5 and 6 may walk home from school if safe to do so within walking distance and road awareness.**
- Pupils will only be allowed to walk home from school unaccompanied if a signed consent form is in place.
- If a pupil leaves the site unaccompanied without prior consent missing child procedures will be followed.
- Any safeguarding concerns will be raised with the Headteacher and the Designated Safeguarding Lead.

After School Clubs

- After school clubs finish at 6pm.
- Collection from after school clubs will be from **Grassington School Hall**.
Children are escorted from hall to parents/guardians
- 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.

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.

Signed:	Wendy Thompson
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