

Collection Policy

Sutton Valence Primary School



Collection Policy

This policy is part of the school's policies for safeguarding children.

Our school will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Procedure

- It is the responsibility of the parent/carer to inform the school by 2.30pm if any other adult will be collecting their child as a one-off occurrence that day. If known in advance, a note in the child's contact book is the ideal way to communicate this. If a change is made without informing the school, it will be necessary for school office staff to contact the parent/carer for confirmation.
- If it is the intention of the parent/carer that another adult will collect their child on a regular basis, school office staff must be provided with full contact details of the nominated adult, including full name, telephone number and an email address, in advance of that adult collecting their child.
- If a child goes to a regular childminder after school then the parent/carer should advise the school of this and confirm that they allow information to be shared with the childminder where necessary. The school reserves the right to not share all information with a childminder where there is a safeguarding concern.
- At the end of the day, class teachers must ensure that all children leave safely. Staff will dismiss children only when they have seen an adult authorised to collect them (with the exception of those children in Years 5 and 6 who are allowed to leave the premises alone - see Walking Home From School Without An Adult section). These procedures will also be followed after a child has attended After School club.
- Children in Years R to 4 are not allowed to leave the school site until they are collected by the parent/carer or other nominated adult. Prior agreement can be arranged with the headteacher regarding this, but only in exceptional circumstances.
- In Years 5 and 6, parents/carers may decide that they are happy for their child to walk to or from school alone, particularly if they live very close to the school. The following guidelines set out the school's advice, policy and procedures should parents/carers wish to consider allowing their child to leave the school site without an accompanying adult.

Walking To School Without An Adult

If the parent/carer is fully satisfied that it is safe to do so, children in Years 5 and 6 may walk to school alone. Parents/carers must make an informed decision that they are confident in the knowledge that their child is able to walk to school sensibly and must be aware that they are fully responsible for their child's safety on the way to school even if they are not physically present.

Parents/carers are asked to inform the school if their child will be regularly walking to school alone so that the school can be alerted to those children doing so in the event that they do not arrive at school at the appropriate time in the morning, or fail to attend at all.

The school recognises a clear responsibility to contact parents/carers within an appropriate time frame if their child has not attended morning registration and no contact has been received by the parent/carer to inform the school of absence due to illness or other known reason.

The school will therefore ensure that registers are completed on time, and office staff will make attempts to contact the parent/carer to ascertain or to highlight that a child is not present in school. This is in line with our Attendance Policy.

Contact with parents/carers will be sought within a maximum of one hour of registers being taken and an absence without reason being noted by the class teacher.

Where a child has left their parent/carer with the intention of walking to school alone but has not arrived, and the school has made contact with the parent/carer and an issue of a missing child is therefore noted, the school will immediately contact the police to report a missing child. The school's Designated Safeguarding Lead will then be immediately informed and safeguarding procedures for child protection will follow.

Parents/carers are responsible for informing the school by 8.30am should their child be unwell or otherwise unable to attend school (in line with the school Attendance Policy). Failure to inform the school of a reason for absence will automatically result in an unauthorised absence mark being recorded for the relevant session/day.

Walking Home From School Without An Adult

All children in Year R to 4 must be collected at the end of the school day. Children in Years 5 and 6 may go home on their own only if the parent/carer has completed the relevant form and received an acknowledgement of permission granted by the headteacher. If the school has concerns about a particular child's ability to travel safely, or if the child lives too far away, permission for the child to travel home alone may be refused.

Parents/carers therefore must make an informed decision that they are confident in the knowledge that their child is able to walk home sensibly and must be aware that they are fully responsible for their child's safety on the way home from school even if they are not physically present. Parents/carers are asked to consider the following before deciding whether to request permission for their child to walk home alone;

- How long is the journey?
- Are there any roads to cross and, if so, does your child know how to cross them safely?
- What time will your child be walking home? (It is recommended that children do not walk home in the dark or failing light)
- Are you confident that your child is aware of safety rules around stranger danger?
- Does your child have some friends to walk home with? If so, are you confident that they will walk together sensibly?

The school will maintain a register of children who have permission to be dismissed by a member of staff at the end of the school day to walk home alone.

If a child has left school to walk home alone but does not arrive home, the parent/carer should contact the school in the first instance to seek clarification from staff as to when the child left the school site.

If the parent/carer feels that a period of time has passed and their child has not arrived at home and that this is unusual or causing concern, the school recommends that the parent/carer calls the school to report their concern. The school can then offer assistance in using contacts to search for the child. It is recommended that the police are informed at this point.

Sutton Valence Primary School: Walking To School Without An Adult Form

This form must be completed by a person with parental responsibility for the child named below. Please complete and return this form to the school office.

Name of child Class

1. I wish to inform you that my child will be walking to school without an accompanying adult on a regular basis
2. I understand that the school will contact me if there are any concerns relating to my child walking to school alone
3. I have taken reasonable precautions aimed at ensuring my child is safe when walking to school, including showing them the safest route, demonstrating the route to them and talking to them about road safety and stranger danger
4. I understand that the school requires me to inform them if my child is absent from school for any reason
5. I understand that the school will endeavour to make contact with me, following normal procedures, if my child is absent from school and no notice (letter, email or phone call) has been received by the school
6. I understand that I have full responsibility for my child's safety if they walk to school alone

Name of Parent/Carer

Signed Date

Date form received by school office

Date authorised by Headteacher

Sutton Valence Primary School: Walking Home From School Without An Adult Form

This form must be completed by a person with parental responsibility for the child named below. Please complete and return this form to the school office.

Name of child Class

1. I wish to request permission for my child to walk home from school without an accompanying adult on a regular basis
2. I have taken reasonable precautions aimed at ensuring my child is safe, including showing them the safest route, demonstrating the route to them, talking to them about road safety and stranger danger, and not allowing them to walk home alone in the dark
3. I understand that the school may refuse permission for my child to walk home alone if it is deemed that it is not safe to do so
4. I understand that the school will confirm that permission has been given for my child to walk home without an accompanying adult
5. I understand that I have full responsibility for my child's safety if they walk home alone

Name of Parent/Carer

Signed Date

Date form received by school office

Date authorised by Headteacher