



EWELL GROVE PRIMARY AND NURSERY SCHOOL
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POLICY STATEMENT

BRINGING & COLLECTING CHILDREN FROM SCHOOL & SAFEGUARDING CHILDREN WALKING TO AND FROM SCHOOL ALONE

REVISION DATE: ANNUALLY SUMMER TERM

REVIEWED BY SLT MAY 2024

All Year Groups from Nursery to Year 5

All children in Nursery, Reception and Years 1, 2, 3, 4 & 5 must be brought to and collected from school by an adult over the age of 16. *The only exception to this is in the final two weeks of the summer term for Year 5 only; this is part of the transition to Year 6, and preparation for secondary school.*

Year 6 (or last two weeks of summer term in Year 5)

There is no set age when children are ready to walk to school or home on their own. It very much depends on their maturity and confidence. Parents need to decide whether their child is ready for this responsibility, taking account of their maturity and confidence; **an agreement between school and parents will need to be signed before implementing this change.**

There are no laws around age or distance of walking to school. A family's guide to the law states:

'There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school'

Parents are legally obliged to ensure their children get to school and attend regularly, but this in itself does not disallow independent travel. However, as a school, we are responsible for the welfare of our pupils and therefore have to consider what we believe is good practice in mitigating risk to ensure their safety. We also have an obligation to alert relevant external agencies e.g. police, children's services should we believe a child's welfare is at risk.

All Pupils

- If a child is absent for any reason, it is the responsibility of the parent/carer to notify the School (by voicemail or email) by 08.30 am.
- Permission and arrangements for children leaving the school at the end of the day, without an adult, must be agreed in writing to the School by the parent/carer.
- All children must be collected from After Schools Clubs by an adult unless agreed in writing, in advance, with the School by the parent/carer; **we will not allow children to walk home alone in the dark. Please bear in mind if they are attending an after school club at a time of year when it may be dark when the club finishes.**
- No adult, other than those named on the school contact form, will be allowed to leave the school with a child; even if we know the adult as a parent of a different child.
- In the event that someone else should arrive, without prior confirmation from an adult with parental responsibility, the school will telephone the parent/carer immediately and not release the child until having verbal confirmation from them.
- If a child is to be collected before the end of the school day, the school must be notified on the same morning wherever the situation allows e.g. an emergency may make this expectation impossible. On arrival at Ewell Grove to collect the child the parent/carer must report to the School Office to 'sign the child out'. The child will then be brought, by staff, to the reception to the parent/carer.
- If the person who normally collects a child is not doing so then a note or email must be sent, or telephone call made to the School Office to confirm who is to collect your child that day.
- If the parent/carer or alternative nominated adult is going to be late to collect their child, they must notify the School Office as soon as possible.
- Please discuss with your child the importance of not going out of the gate until whoever is collecting them is in sight or on the playground.
- We respectfully request that all adults ensure they arrive in good time to meet children.

At the end of the day, a member of staff escorts onto the playground or in the case of Nursery children to The Grove Gate. Children will not be allowed to leave the member of staff until the adult collecting is in view and either made eye contact with the staff member or raised their hand to acknowledge that their child has been returned into their care. As it is sometimes difficult to see every parent, we stress to children the importance of not leaving until they have informed the member of staff and that they are not allowed to leave with any other adults.

The following procedure will be followed for any child who does not arrive at school in the morning (for whom no message has been left by an adult):

- If a child is absent for any reason, it is the responsibility of the parent to **notify the School by 08.30 am.**
- Where we have been unable to make contact the school will use all of the information and 'Emergency Contacts' that parents provide on their child's Admissions Form in an endeavour to ascertain confirmation that a) the child is safe and b) the reason for absence.
- If we have any concerns or information that lead us to believe a child is at risk, the school will use all external agency support needed e.g. police, children's services to ascertain confirmation that a) the child is safe and b) the reason for absence.

The following procedure will be followed for any child who is not collected at the end of the school day:

- The child will remain with the Class Teacher for up to 10 minutes
- After this time the child will be taken inside the school and parents will be contacted by telephone.
- If we are unable to speak directly to the parent the School Office will then make contact with the emergency contacts that were provided on the child's admissions form.
- If no contact can be made with the emergency contact or parents the school will continue to try and make contact for a reasonable amount of time until 4.30pm, at the latest.
- After 4.30pm if we have not been able to make contact, then external agencies will be contacted for advice.
- Two members of staff (which should include at least one member of SLT) will remain at school until External agencies make their decision as to whether it is a case of abandonment.
- The school will ensure that these protocols have been followed by staff and a log of all calls will be completed.
- If a child is frequently not collected on time, then the Inclusion Officer will be contacted.
- No child will ever be left on the school premises unattended.

The following procedure will be followed if any child is collected by an allegedly impaired person:

- If the person collecting the child is, in the judgement of staff, impaired (under the influence of drugs or alcohol) and unable to adequately care for the child, the staff will not release the child to that person.
- The child will be taken to the School Office and parents or other named adults will be contacted for both the child and adult to be collected.
- If no contact can be made, then external agencies will be contacted for advice.

Walking to and from School Alone

We advise parents to think about whether your child is ready to walk to and from school and assess any risks associated with the route and your child's confidence. Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness.

There are lots of ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently. Walking to school is a great opportunity to learn road safety skills. The best way to do this is to walk with your children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and self-assurance to deal with traffic and way finding on their own, in preparation for walking with friends or alone when they are older.

Teach your child to:

- Pay attention to traffic at all times when crossing the road; never become distracted.
- Always cross at the intersection where there are traffic lights; do not cross in the middle of the road. Alternatively, cross in a place where you can see clearly in all directions. Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming and cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see a child, even though the child can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.
- Never, follow someone who is either a stranger or someone they know but is not a designated 'safe' adult. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour.) If that person tries to convince the child to go with them or tries to physically get close, your child will need to fully understand and feel confident to undertake your agreed actions e.g. be able to scream, 'Help this is not my Dad/Mum'.

When deciding whether your child is ready for this responsibility you might want to consider the following:

- Do you trust them to walk straight home?
- Do you trust them to behave sensibly when with a friend?
- Are they road safety aware?
- Would they know what to do if a stranger approaches them?
- Would they have the confidence to refuse to do what a stranger asked?
- Would they know the best action to take if a stranger tried to make them do something they did not want to do? (scream, shout, kick)
- Would they know how to swiftly get the help they need?

If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own. If the parents of Year 6 (or last two weeks in Year 5) children wish for their child to walk alone **an agreement between school and parents will need to be signed before implementing this change**. Children will not be released at the end of the school day if we have not received this signed agreement.

Your child will be responsible for their behaviour whilst on the school premises either before or after school. Should their behaviour not be acceptable you will be asked to accompany or collect them until further notice.

If the child uses a mobile phone, then this must be switched off and put into the 'box' in the School Office for safe keeping during the school day; they must also take responsibility for collecting them at the end of the school day.

The following procedure will be followed for any child who is walking to school unaccompanied in the morning:

- If we have an agreement that your child will walk to school unaccompanied, and they are absent for any reason, the parents must have made this known to the school before 08.30am
- At least one parent/carer or agreed nominated adult will need to be immediately contactable from 08.45 to 09.30 in the case that the child does not arrive at school as expected.

The following procedure will be followed for any child who is walking home unaccompanied in the afternoon:

- The children will walk out to the playground with the rest of their class
- Whilst the member of staff sees the children being collected by an adult out, children walking home unaccompanied will go to the School Office to collect their mobile phones (if required)
- Once in receipt of their mobile phone, the unaccompanied child will return to their class teacher for a final 'safety check' who will watch them leave the school site; unaccompanied children may not stay on the playground or 'loiter' near the gate for social time with their peers.



EWELL GROVE PRIMARY AND NURSERY SCHOOL

WALKING TO AND FROM SCHOOL ALONE

YEAR 6

(OR YEAR 5 IN LAST TWO WEEKS OF SUMMER TERM)

**FORM IS TO BE COMPLETED BY THE PERSON WITH PARENTAL RESPONSIBILITY
 ONCE COMPLETED PLEASE RETURN DIRECTLY TO THE SCHOOL OFFICE
 CHILDREN WILL NOT BE RELEASED AT THE END OF THE SCHOOL DAY IF WE HAVE
 NOT RECEIVED THIS SIGNED AGREEMENT**

CHILD'S NAME		CLASS	
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I give consent for my child to walk to/from school on a regular basis.

I will notify you immediately should this arrangement change.

I have read and understood the guidelines, systems and reasonable precautions set out in the 'Policy Statement – Bringing & Collecting Children from School & Safeguarding Children walking to and from School alone'

I understand that if my child is unable to attend school I will contact the School Office by 08:30am on that day.

I fully understand that once I give permission for my child to walk to and from school alone, the school is not responsible for my child's actions or whereabouts once they are outside our school gate.

I understand that if my child uses a Mobile Phone, then this must be switched off and put into the 'box' in the School Office for safe keeping during the school day. I understand that it is my child's responsibility to collect the phone at the end of the school day.

I confirm that the Mobile Phone will be clearly named using the child's **full name and not their initials.**

We would find it useful if you are able to provide us with a screenshot of the route that your child will take walking to and from school. We would then be able to use this in the event that your child does not arrive at school.

Parent/Guardian Signature		Date	
Print Name			