

# Cannon Park Primary School

## *Encouraging Excellence*



### Collecting Children from School and Safeguarding Pupils Walking To and From School Alone Policy

<u>Review Programme:</u>	
Policy Review Date	March 2025
Date of Next Review	March 2028
Reviewed by	Tom Ray
Head Teacher	Tom Ray
Chair of Governors	John Teago

## Introduction

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 does not disallow independent travel. However, as a school, we are responsible for the welfare of our pupils and therefore must consider what we believe is good practice in ensuring the safety of our pupils. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

**In the morning, children are the responsibility of the parent/carer until the school doors open at 8:45am.**

The main gates open at 8.30am. If a pupil arrives before this time, they will not be able to gain access to the playground. Even when the playground is accessible, between 8.30am and 8.45am, parents are still responsible for their children.

In setting our protocol for collecting children we have taken advice from the DfE that states:

It is for each school to decide and enforce its own pupil collection policy and request that parent/carers formalise collection arrangements in writing, via email – [admin@cannonpark.coventry.sch.uk](mailto:admin@cannonpark.coventry.sch.uk)

The school is not responsible for a child's safety on his or her way home.

Along with advice from the NSPCC that states:

Children under eight can't judge the speed and distance of moving vehicles. They still need help when crossing roads.

## School Timings

Time	What happens?	Who has responsibility for children?
8:30	Gates open and families can enter the school playground	Parents/carers
8:45	Doors open and children can enter school	School staff
3:25	Doors open and children are released to parents/carers	School staff to parents/carers as they arrive
3:35	Gates close. All children must be collected by this time.	Parents/carers

## **Arrangements for Children**

### **All Pupils**

Permission and arrangements for children leaving the school at the end of the day will be confirmed by email, by the parent/carer.

All children must be collected from After School Clubs by an adult unless written permission is given for the child to walk home.

No adult other than those named will be allowed to leave the school with a child. If someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

If a child is to be collected before the end of the school day, the school is to be notified as soon as possible. On arrival to school to collect the child the parent/carer will report to the School Office. The child will then be brought, by staff, to the reception to be taken home by the parent/carer. The parent will sign their child out of school.

If the person who normally picks a child up is not doing so, then a note should be sent to school to inform the school who is to pick up that day.

Should arrangements change during the day the school should be **contacted by telephone – 02476414683**, with a follow-up email to confirm the arrangements.

If the parent/carer or alternative nominated adult is going to be late to collect their child, they should let the school know as soon as possible. If registered with wrap-around club the parent/carer should instruct Energise to pick up their child, or if not registered, the school will keep children in school until their arrival.

### **Pupils in Reception Class or KS1 (Years 1 & 2)**

All children in EYFS and Key Stage 1 should be picked up from the school site by a known adult or siblings provided they are 16 years old or above.

### **Pupils in KS2 (Years 3, 4, 5 & 6)**

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. Knowing that children under the age of eight can't judge the speed or distance of moving vehicles we expect children in Reception to Year 4 to be brought to and collected from school.

### **Walking Home Alone**

We advise parents to think about whether their child is ready to walk to and from school and assess any risks associated with the route and their child's confidence.

In deciding whether a child is ready to walk to school, parents should assess any risks associated with the route and their child's confidence. Parents should work with their children to build up

their independence while walking to school through route finding, road safety skills and general awareness.

If parents wish for their child/children to walk home alone the school must be informed of this **by email** – [admin@cannonpark.coventry.sch.uk](mailto:admin@cannonpark.coventry.sch.uk)

If the school has no written permission, then children **must** be picked up from the playground.

**Your child will also 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 they have proved they can be trusted again.**

**The following procedures will be followed for any child who is not picked up at the end of the school day**

The child will remain with the class teacher until the 3:35 bell, at which time the gates are locked.

At 3:35, the child should be taken to the School Office. The administrative team in the School Office will contact the parents by telephone.

If other contacts are given on the child's confidential sheet, they will be contacted.

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 4:35pm, at the latest.

After 4:35pm, if the school has not been able to make contact then Social Services will be contacted for advice.

Two members of school staff (which should include at least one Senior Member of Staff) will remain at school until Social Services 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 note of all calls will be completed.

If a child is frequently not collected on time, then the situation will be monitored and if considered a safeguarding issue we will contact Social Care for advice.

No child will ever be left on the school premises unattended.

**The following procedures will be followed for any child who is not picked up after an extra-curricular club, ending at 4:30pm**

The child will remain with the club leader until the 4:35 bell, at which time the gates are locked.

At 4:35, the child should be taken to the School Office. The SLT member will contact the parents by telephone.

If other contacts are given on the child's confidential sheet, they will be contacted.

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 5pm, at the latest.

After 5pm, if the school has not been able to make contact then Social Services will be contacted for advice.

Two members of school staff, which will include at least one SLT member, will remain at school until Social Services 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 note of all calls will be completed.

If a child is frequently not collected on time, then the situation will be monitored and if considered a safeguarding issue we will contact Social Care for advice. The child may no longer be able to attend the extra-curricular club if they are regularly collected late.

No child will ever be left on the school premises unattended.

**The following procedure will be followed if any child is picked up by an allegedly impaired person.**

If the person picking up a child is, in the judgment 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 the Head Teacher or a Senior Member of Staff will offer to call a relative or friend to pick up the person and child.

If no contact can be made, then Social Services will be contacted for advice – 02476 788555.