



## **POLICY ON SAFEGUARDING PUPILS WALKING TO AND FROM SCHOOL DROP OFF & COLLECTION POLICY**

There are no laws concerning the age that children may walk to school unaccompanied by an adult nor about the distance pupils may walk to school if unaccompanied by an adult. A families' 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 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.

### **Daily Arrangements and Password Set Up**

The main entrance gates will be open from 8am (for breakfast club children) – 9.00am each day. Children are not expected at school before 8:45am. If children need to be at school any earlier than this time then it is recommended that they use the Breakfast Club facility provided. Details are available via the school office.

Staff will open the main entrance doors to the classrooms from 8.45am.

At 9am, the entrances to school will be secured. The only access into the building will be via the main entrance leading to the school office.

At the end of the school day, the main access gates will be opened from 2:50pm. This will give parents time to arrive and collect pupils from FSR at 3pm. The gates will be closed from 3:15pm.

KS1 and KS2 pupils finish the day at 3:05pm when they will be released from class.

All children not collected within 10 minutes of the end of the school day will be brought into school by the teacher or member of staff and taken to the school office, where it is safe and warm.

If a pupil is to be collected by someone other than the parent/carer (or a person on the named list) the Admin team must be informed before 2:45pm. Only adults (aged 16 years and over) and with knowledge of a pre agreed password, will be authorised to collect children. It is the parent's responsibility to set up a password with the office and inform the adult collecting as the class teacher or admin staff will not release the child unless the password is used.

Should an adult arrive to collect a child and the school has not been informed of this change, the parent will be contacted for further advice.

### **Pupils in Years FSR – Year 4**

Our agreed school policy is that no pupil should walk to or from school on their own or be left on their own on the school premises either before or after school.

In addition we will only hand over pupils to named adults or older siblings provided they are 16 years old or above.

**Pupils in Year FSR – Year 4 MAY NOT be collected by older siblings in Y5 and Y6 as we feel this level of**

**responsibility is too great for a primary age child.** Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement.

We also ask that you keep us informed of any changes in arrangements, preferably by letter.

If no one turns up to collect a child in these year groups they will be kept in school and parents contacted. We will not allow older brothers or sisters attending Hill View School to collect younger siblings.

### **School Playground Equipment**

Please be aware that the school only takes responsibility for supervising the use of any school equipment between the hours of 9am and 2:50pm. Parents are expected to take full responsibility for the supervision of their children if using the equipment outside of these hours.

### **Pupils in Year 5 and 6**

There is no set age when children are ready to walk to school or home on their own. It very much depends upon their maturity and confidence. Therefore as regards to pupils in Y5 and Y6 we believe that you as parents need to decide whether your child is ready for this responsibility.

In deciding whether your child is ready to walk to school you should assess any risks associated with the route and your child's confidence. Work with your child 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 child 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 confidence 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 street; 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; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.
- Never, ever, 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).

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 what to do if they needed help?
- Would they know who best to approach to get help?

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 you decide that your child is ready for this responsibility then you must inform the school by letter or by completing the slip below. Your child will be prevented from walking home unless this permission has been given in writing.

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.

IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE PLEASE ENSURE YOU LET US KNOW IN WRITING IMMEDIATELY.

Reviewed by the Governing Body. September 2016 - Review date July 2018

*This policy forms part of the Safeguarding procedures at Hill View School and should be followed in conjunction with the School's Safeguarding Pupils Policy.*

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**Hill View Primary School Permission for pupils to walk to and from school unaccompanied**

Person with parental responsibility to complete and return this reply slip to school

Name of child:

Year:

I wish to inform you that my child will be walking 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 'Policy on safeguarding pupils walking to and from school alone'.

Signed.....

Date: .....

(Name print).....

Attachment:

Authorised Adults Collection Procedure