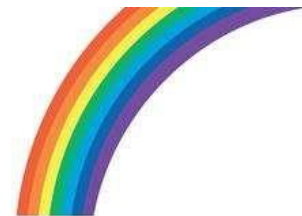




**Hill View Primary School**  
The best in everyone™  
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## HILL VIEW SCHOOL

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

Reviewed May 2023

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, 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 8.40am.

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 2:55pm. This will give parents time to arrive and collect pupils from FSR at 3pm. KS1 and KS2 pupils finish the day at 3:05pm when they will be released from class. The gates will be closed from 3:25pm.

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

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 Early Years Nursery & Foundation Stage (FSR), Year 1 to 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 Early Years Nursery and FSR, Year 1 to – 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 2:55pm. 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.

***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 group:

Class:

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).....

# HILL VIEW SCHOOL

## Authorised Adults Collection Procedure

May 2023

*This procedure is an addendum to the school's Safeguarding Policy.*

The safety and security of our children is extremely important to us. We rely on our children to identify their parents or a regular named person who is picking them up. This supports Supply Teachers and Teaching Assistants who may be covering the class and also supports the teacher in getting to know the parents. If you have a regular person collecting your child, please ask them to make themselves known to the class teacher and this person should also be detailed on the "named" list (see below).

We understand that on some occasions you may need an adult who is not on the named list to collect your child. If you have not already done so and wish to set-up a password for "non-named" adults please complete the slip at the end of this policy.

Please understand that our expectation for the minimum age for a child to be collected by a person from school is 16yrs. This information will be held on our database.

Each family (all children FSN – Y6) has a 'Password' to be used when somebody, other than the regular designated people, is collecting children from school - both during and at the end of the day.

- Parent/s must complete a form, available from the school office, to indicate the 'named people who normally collect from school AND to identify a password.
- If there is an occasion when a not 'named' is needed to collect from school, parents must inform either the office or the class teacher IN ADVANCE
- Non 'named' people collecting **MUST** use the password.
- Passwords will be stored on the school's central computer system.
- **NO MEMBER OF STAFF WILL RELEASE A CHILD TO A NON 'NAMED' PERSON WITHOUT CONTACTING THE SCHOOL OFFICE**
- If any person arrives to collect a child in an unfit state (eg acting violently or under the influence of alcohol or other substances) **THE CHILD WILL NOT BE RELEASED TO THAT ADULT.**
- Staff will call the Headteacher or, if unavailable, a member of SLT. The police and/or Social Care may be called in extreme circumstances.