



CHANTLERS PRIMARY SCHOOL

Arrivals, Departures and Walking Home Policy

Approved by:	Governing Body	Date: September 2023
Last reviewed on:	Sept 2023	
Next review due by:	September 2024	

Introduction

As a school, we are responsible for the safeguarding of our pupils at all times, while they are on the school premises. Whilst this responsibility does not extend to the journey to and from school, we have produced this policy to outline what we consider to be good practice in ensuring the safety of our pupils at the start and end of the school day.

There are no laws around age or distance of walking to and from 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 and from school safely and attend regularly, 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 and ensuring their safety. We will have an obligation to alert relevant authorities should we believe at any time that a child's welfare is at risk.

Arrivals

- Members of staff will be on duty at the main entrance gate and the Sports club car park gate during the opening times for arriving in the school, from 8.30 am to 8.45am each day. Staff will also be available in classrooms from 8.30am to greet children and ensure a good start to the day.
- Key stage 1 children should wait for the school gate to open at 8.30am and then go straight into the school where staff will greet them at the KS1 doors and in their classrooms. Children in Key Stage 2 are required to line up in class rows and wait to be directed into school by a class teacher.
- If a child arrives at school after the gates close at 8.45am, the person walking them to school is required to wait with them at the school gate until they have buzzed and are given access by the school office. Children must come into school via the main office to be signed in.
- If a child is to be absent for any reason, it is the responsibility of the parent/carer to notify the school before 08.30 am. Failure of a parent/carer to notify an absence or notification from any other source will result in a call to the nominated emergency contacts to request that a parent/carer makes contact. Parents must keep this information up to date. If the school is unable to establish the whereabouts of a child from a parent/carer directly, this will create a safeguarding concern. If the school has such a concern or receives any information that leads us to believe a child is at risk, staff may undertake a home visit, or use external agency support e.g. police, children's services, to complete welfare checks and ascertain confirmation that a) the child is safe and b) the reason for absence.

Departures

- No person, other than their parent/carer will be allowed to leave the school premises with a child; even if we know that person as a parent of another child in school.

Parents/carers must inform the school in advance by email or telephone if they wish to nominate somebody else to collect their child from school and are responsible for ensuring the nominated person has been given the appropriate password. Children will not be released without the correct password.

- If someone else should arrive to collect a child, without prior notification from an adult with parental responsibility, the school will telephone the parent/carer and will not release the child until their verbal confirmation is received.
- If a child is to be collected before the end of the school day to attend an appointment, evidence of the appointment should be brought into the school office in advance. Where advance notice is not possible, permission should be requested from Mr Barlow or a member of SLT on the same morning, wherever the situation allows. If an emergency makes this expectation impossible, a parent/carer should contact the school to explain the situation. On arrival at school to collect the child, the parent/carer or nominated person with the correct password must report to the School Office. The child will then be brought by staff to the office and signed out.
- If the parent/carer or alternative nominated person is going to be late to collect a child when school finishes at 3.15pm, they must notify the School Office at the earliest possible opportunity. If the child is not collected by 3.25pm they will be taken into Chilling Club and an hourly charge will be incurred. If by 4.30pm it has not been possible to contact a parent/carer a call to Children's services may be made for advice on the next steps.
- The following procedure will be applied if any child is collected by a person who staff feel may be impaired:
 - If the person collecting the child is, in the judgement of staff, impaired (under the influence of drugs or alcohol) and considered to be 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 other named adults will be contacted for the child to be collected.
 - If no contact can be made, then Children's Services or the Police who have emergency protection powers will be contacted.
- At the end of the day, children are escorted by staff onto the playground for KS2 or to the door for KS1. Reception and Pre-School children will be kept in the classroom. Children will not be allowed to leave the member of staff until the adult collecting is in view 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.

Please discuss with your child the importance of not leaving the school premises without the person who has collected them.

- Children from Pre-School, to Year 4 inclusive must be brought to and collected from school by a responsible person over the age of 14.

If staff feel in their professional judgement that a young person collecting a child is not responsible enough to do so, they will not be released and a parent/carer will be asked to come to collect them.

Walking Home Alone

- Permission will only be given for children in Years 5 & 6 to leave school at the end of the day, without a responsible person over the age of 14. Permission must be requested on the form which is available from the school office by the parent/carer. Children will not be allowed to walk home alone until the form has been returned to the school office and only if the journey home is less than a 15-minute walk.
- Parent's need to decide whether their child is ready for this responsibility, taking into account their maturity and confidence.
- 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 or in a group?
 - Are they road safety aware including knowing that they must cross the road at the school crossing and not use mobile phones whilst crossing the road?
 - Would they know what to do if a stranger approached them? Would they have the confidence to refuse to do what a stranger asked?
 - Would they know how to swiftly get help along the route?
- 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.
- It is the parent's responsibility to ensure that their children are wearing suitable seasonal clothing and appropriate shoes for walking.
- Children should not be walking home to return to an empty house, as parents are required to contact the school immediately if their child does not arrive home within an agreed time frame, so that appropriate action can be taken.
- Your child will be responsible for their behaviour whilst on and off the school premises, either before or after school. Should their behaviour not be acceptable, or should we receive reports of them not behaving safely on the journey, you will be asked to accompany or collect them until further notice.
- If your child uses a mobile phone, then this must be switched off on entering the school premises and given to the class teacher for keeping during the school day. However, the school and its staff cannot be responsible for any loss or damage which may occur to these items. Children must also take responsibility for collecting their mobile devices at the end of the school day.

- Year 5 & 6 children with permission to walk home alone will not be allowed to walk siblings in lower classes home.
- All children should be collected from afterschool club/extracurricular clubs by a responsible person, unless agreed in writing, in advance, with the School by the parent/carer. Please bear in mind if they are attending an afterschool club at a time of year when it may be dark when the club finishes as we will not allow children to walk home alone in the dark.

If at any time you wish to change an arrangement for your child to walk home alone, please inform the School Office as soon as possible, in writing.