

OAKDALE PRIMARY SCHOOL



Safe Collection from School Policy

Status	
Date approved	Jan 18
Date of next Review	Jan 20

SAFE COLLECTION FROM SCHOOL POLICY

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. The end of the school day is a busy time, and our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely. We have to consider what we believe to be good practice in ensuring the safety of the children and have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

Pupils in Foundation Stage or KS1

Our agreed school policy is that no pupil in Foundation Stage or Key Stage 1 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. Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement.

Pupils in KS2 (Years 3, 4, 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 pupils in KS2, we believe that you as parents need to decide whether your child is ready for this responsibility. We would still highly recommend that pupils in year 3 and 4 at least are still brought to and collected from school. 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.

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.

Even If parents meet their children a short walk away from the school or anywhere else off the site, they will need to consent to them leaving alone. For example: If you park locally and your child leaves the site to meet you, you would need to give consent for them to leave the site alone.

Collection of pupils

Parents/carers of children in our school are asked to provide specific information at the beginning of each academic year which is kept in our data file in the office including:

Home address and telephone number of parents/carers

Place of work, and telephone number (if applicable)

Mobile telephone number (if applicable)

Emergency contact details. Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. child-minder, relative

Information about any person who has been denied legal access to the child

Information about who has primary responsibility for the child

If there are any changes to any of the above, we ask that the school office is notified immediately. When there is a change to the end of the day arrangements, we ask that parents inform either the school office or the class teacher as soon as possible.

Older siblings may collect pupils in Year 1 to 6 provided they are 14 years old or above. We will not release any Reception pupil to anyone other than a responsible adult who we class as above 18 years of age. Parents who wish for older siblings of this age to collect younger children must sign a permission slip as detailed below.

Once a child has been handed over to a named person, they are no longer the responsibility of the school. We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

Other safety issues

Parents are responsible for ensuring that their children do not access or use any areas of the school site that are prohibited. This includes playing on any outdoor playground equipment such as climbing frames or tyres or playing on the field or trim trail. This equipment is only permitted to be used by pupils of the correct age during the school day and under appropriate supervision.

Your child will also be responsible for their behaviour whilst on the school premises either before or after school. This also applies to older siblings who are acting on your behalf. 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.

Permission for pupils to walk to and from school unaccompanied

Person with parental responsibility to complete and return this reply slip to school as soon as possible:

Name of child:..... Year:

I wish to inform you that my child will be walking to/from school on regular basis. I will notify you immediately should this arrangement change.

Signed (parent) Date:



Permission for pupils to be collected by an older sibling (14 years and above)

Person with parental responsibility to complete and return this reply slip to school as soon as possible:

Name of child:..... Year:

Name and Age of sibling collecting.....(name) (age)

I have made the decision that the person named above is responsible for the supervision of my child.

Signed (parent) Date:



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POLICY APPROVAL FORM

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Signed:  (Headteacher)

Printed name: Ilona Wrigley

Date approved: January 2018