



East Hunsbury Primary School

Dropping Off / Collection Policy
Not Collected Policy
Walking Home Alone Policy

Review Date: May 2026

1.0 Purpose

The purpose of this policy is to clarify our procedures and expectations, regarding children being dropped off, collected and travelling to school, to ensure children are safe.

Consultation: staff & governors

Links with other policies:

- Equalities
- Home School Agreement
- Child Protection & Safeguarding

2.0 Rationale

The need for the school to devise a child drop off/collection policy is to:

- 2.1 Clearly outline the drop off/collection and walking home procedures to the school community.
- 2.2 To ensure that each child is safe.
- 2.3. To devise an easy-to-follow signing in and out system within the school.

3.0 Aims

- Safeguarding all children.
- That no child is unaccounted for at any time.
- That each teacher is up to date on child drop off/collection and walking home procedures, arrangements, and expectations.
- Ensuring all staff have up to date information.
- That the school community is aware of the appropriate procedures and expectations.
- Providing a well-organised and safe signing in and out procedure.
- Encouraging children to take responsibility for their own safety and the safety of those around them.
- Working in partnership (school and parents/carers).

4.0 Roles and Responsibilities

Child collections, drop offs and walking home procedures place responsibility on various personnel within the school chain of command. However, we must all accept the role that we play and our responsibility to ensure:

- Positive school community communication.
- Co-operation between all parties to ensure the safety of children and staff.

- A responsibility of community members to adopt and apply this policy.

4.1 Parental Responsibility

- At the point of collection, the responsibility for the care of the child is passed to the parent/designated adult.
- Dangerous play/inappropriate behaviour in the school grounds, or local area, is not allowed and we request that parents support the school with this policy.
- Parents/carers should provide at least two emergency contact numbers.
- Emergency closing: Parents/carers should note that the Headteacher might not be able to allow children into the school building/playground because of an unforeseen emergency. Parents should check email, text, the school website, or correspondence from school for information of closures.
- If there is an emergency closure of the school during the school day, parents will be contacted via email and/or class dojo. An adult will be expected to pick the child up from the school site. Arrangements can be made over the phone in emergency situations.
- No pupil in the Foundation Stage or in years 1-4 should walk to or from school on their own or be left on their own on the school premises either before or after school. Pupils in the Foundation Stage or in Years 1-4 are not allowed to be dropped off by a sibling. They must be brought to the classroom door by a named adult.

5.0 Dropping Off / Collection Guidance

ONLY PARENTS WITH AN OFFICIAL CAR PARK PASS OR DISABLED BADGE ARE ALLOWED INTO THE CAR PARK AT THE BEGINNING AND END OF THE SCHOOL DAY.

If you have a child with a disability, or are an adult with a registered disability, then please apply to the school office for a carpark pass.

Most of the school community are expected to walk their children into the school grounds.

- The children enter the school via their classroom door where a member of staff will welcome them.
- The school office and class teacher should be made aware by the parent/carer who will regularly collect their child if it is not the parent/carer.
- It is the parent/carer's responsibility to inform the school if a different adult will be collecting their child. If someone unknown to the school arrives to collect a child, the school will not release the child unless permission directly from the parents has been obtained.
- Any children attending extra-curricular activities (before or after school) must safely assemble in the designated area for that activity. Parents/carers will collect their child from the designated pick-up point at the end of the club session – this is usually the courtyard. The person responsible for the club will release each child to the designated adult. If there is a delay in a child being collected, the club leader will contact the parents, or ask a member of the senior leadership team for support.

5.1 Children in Foundation Stage/KS1

- Parents collect their child from the classroom door and in the mornings drop their child at the classroom door.
- Foundation Stage and KS1 (Key Stage 1) pupils will remain in their classroom until they are released by staff to their parent or carer. The school should be informed by the parent of any changes to arrangements by phone to the school office in good time. If there are any concerns in releasing pupils, the school contact the child's parents to confirm the arrangements before the child is released. If an unauthorised adult arrives to pick up the child, staff will not release the child until confirmation and permission has been obtained from the parent by the school. Until that time, the child will be kept in the school with a member of staff.

5.2 Children in KS2 (Key Stage 2)

- Lower KS2 (Year 3 and Year 4) children will be released to their parent / named adult by staff through their classroom door.
- Upper KS2 (Year 5 and Year 6) children will be released from their classroom doors at the end of the school day. Children will have clear instructions from parents/carers as to their collection or the arrangements for walking home by themselves. Parents must give permission by completing the form linked in the letter at the end of this policy. (Appendix 1).
- Year 5 and 6 pupils are expected to take the safest route, **directly home**, as instructed by parents/carers. There should be no detours taken by the child (e.g. to the park or Tesco express). The child is expected to walk straight home.
- Year 5 and 6 pupils must follow the school rules whilst walking home. If they do not, then the school will issue consequences and the right to walk home will be withdrawn by the school. (Appendix 2)
- Parents and children will sign the Walking Home Alone agreement and abide by this.

5.3 Pupils attending Kids' Club

Parents will follow the policy for dropping off and collection held by the club

- At the beginning of the school day, staff from Kid's Club will deliver the children to their respective classes, informing staff that they have arrived.
- At the end of the day, children attending Kid's Club will be collected from their respective classrooms/after school club by Kid's Club staff.

6.0 Child Not Collected from School Policy

If a child is not collected by an authorised adult at the end of the school day, we will ensure that the child receives a high standard of care to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for. If a child is not collected at the end of the session, we use the following procedures:

The school office is consulted for any information about changes to the normal collection routines by parents/carers.

- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school and whose telephone numbers are recorded on the school database are contacted.
- The child will stay at school in the care of a member of staff until the child is safely collected.
- If a parent/carer is late in collecting their child, they should go to the main office, to collect them.
- At no time will a member of staff take a child home without permission from the Headteacher or at no stage will they leave a child alone in the building.
- If no one can be contacted to collect the child after 4.20pm, or staff are no longer available to care for the child, we will contact the Multi Agency Safeguarding Hub (MASH).
- If a parent/carer does not collect within the timescales above and cannot be contacted, then the school will follow safeguarding protocols and record the incident accordingly.

7.0 SUMMARY

7.1 Walking to and from school alone

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.

Parents are legally obliged to ensure their children get to school and attend regularly, but this does not disallow independent travel.

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."

Below is the policy for allowing children to independently travel home (or to another specified location)

7.2 Pupils in Foundation Stage and Years 1-4

Our school policy is that no pupil in Foundation Stage or from years 1 to 4 should walk to or from school on their own or be left on their own on the school premises either before or after school. Parents are expected to deliver their child to their classroom door where an adult will greet the child. In addition, we will only hand over pupils to named adults or older siblings provided they are 14 years old or above. 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.

If no one arrives to collect a child in these year groups at the end of the day, the child will be kept in school and parents contacted.

We will not allow older brothers or sisters in school to collect younger siblings.

If there has been no contact from parents and the children have still not been collected once the school is closed the Safeguarding Lead will be contacted and they will decide next steps. This could lead to contacting Social Services.

7.3 Pupils in Years 5 & 6

Our school policy is that pupils in year 5 and year 6 may walk to and from school if permission is given by their parents or carers.

Parents are expected to decide whether the child is ready to walk to school and should assess any risks associated with the route and the 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.

There are many ways that parents can prepare the child to make an independent journey. Children who are always 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, or part of the way, is a great opportunity to learn road safety skills. The best way parents can do this is to walk with the child from an early 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 finding their way on their own, in preparation for walking with friends or alone when they are older.

Teach the child to:

- Always pay attention to traffic 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 the road can be seen 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 the pedestrians, even if the pedestrians 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 the child is ready for this responsibility parents might consider the following:

1. Do you trust the child to walk straight home?
2. Do you trust the child to behave sensibly when with a friend?

3. Is the child road safety aware?
4. Would the child know what to do if a stranger approaches them?
5. Would the child have the confidence to refuse to do what a stranger asked?
6. Would the child know the best action to take if a stranger tried to make them do something they did not want to do?
7. Would the child know what to do if they needed help?
8. Would the child know who best to approach to get help?

Further guidance in preparing your child to walk alone can be found at:

<https://learning.nspcc.org.uk/research-resources/leaflets/home-or-out-alone-guide>

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 completing the form. 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 and whilst walking home. Should their behaviour be deemed a safeguarding risk the parent will be asked to accompany the child to and from school until they have demonstrated they can be trusted again.

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