

Maiden Erlegh Trust

**DROPPING OFF / COLLECTION POLICY**

**NOT COLLECTED POLICY**

**WALKING HOME ALONE POLICY**



**MAIDEN ERLEGH**  
TRUST

## **Birch Hill Primary School and Nursery SCHOOL**

<b>Initial approval:</b>	March 2026
<b>Review frequency:</b>	Every 3 years
<b>Date(s) reviewed:</b>	

## Rationale

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

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

## 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 and 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).

## Roles and Responsibilities

Child collections, drop offs and walking home procedures place particular 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.

## 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 in a position 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, an adult will be expected to pick the child up from the school site. Arrangements can be made over the phone in emergency situations.
- Unless cleared by the school first, we will only hand over pupils to named adults or older siblings provided the adults or siblings are **16 years old** and above for children in Foundation Stage and for children in KS1 and KS2 (Appendix B )
- 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. Older siblings should not drop off pupils in Foundation stage or Key stage 1.
- Older siblings can drop off/collect younger siblings in Year 5 or 6. And only with written permission for pupils in Year 3 and 4.

## Dropping Off / Pick-Up Guidance

- All children are welcomed into school by a member of staff situated outside the door nearest their classroom, children should go straight into the school building via the appropriate door once they have come onto the school grounds
- There will be a staff member in their year group area ready to welcome children into their classrooms.
- The class teacher should be made aware by the parent/carer if someone other than themselves will be collecting their child.
- A 'Pick-Up Permission' letter is completed for anyone other than immediate family/grandparent who may collect their child on a regular basis – this should be communicated to all staff including supply staff (copy available in the office/end of this policy)
- In the occasion when a family member is not permitted to collect a child, this is communicated to all staff.
- When a supply teacher is in class;
  - there are instructions in each classroom and
  - a member of staff will make them aware of the instruction, and most often, will be able to assist with collection times.
- KOOSA arrangements
- Any children attending extra-curricular activities must safely assemble in the designated area for that activity (normally the school hall).
- Parents/carers will collect their child from the main entrance at the end of the club session. The person responsible for the club will release each child to the

designated carer. If there is a delay in a child being collected, they should return to the office and inform the office staff.

## Children in Foundation Stage/KS1

- School ends at 3.15pm for Reception and KS1.
- Foundation Stage and KS1 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 either by phone, in person or in a note to the teacher. If there are any concerns in releasing pupils, the school will get in touch with the child's parents to confirm the arrangements.

### Children in KS2

- School ends at 3.20pm for KS2.
- Lower KS2 (Year 3 and Year 4) children will be released to their parent or carer from the door nearest their classrooms. Parents and carers will assemble in the playground.
- Upper KS2 (Year 5 and Year 6) children will be released from their classrooms at the end of the school day. Children should 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 at the end of this policy. (Appendix A).

## Child Not Collected from School Policy

In the event that a child is not collected by an authorised adult at the end of a session, we will ensure that the child receives a high standard of care in order 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.

- 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) at Bracknell Forest Council.
- If no one can be contacted to collect the child after a club in school which has finished at 4.20pm, then the MASH team will be contacted at 4.45pm.
- If a parent/carer does not collect within the timescales above and cannot be contacted a written report of the incident is recorded.

## Walking Home Alone Policy

There are no laws around age or distance of walking to school. 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.

Parents who wish their child to walk home unescorted by an adult at the end of the school day (3.20pm), must adhere to the following guidelines:

- Parents must have registered with the school that they are prepared for their children to walk directly home from school at the end of the day. Children should be in **Year 5 or Year 6 only**.
- It is the parents' responsibility to check the route that their children may walk home in order that they may make an assessment of the appropriateness of the journey. Crossing of fast roads, walking through secluded areas is to be discouraged. A single route should be agreed.

- Parents should be confident that children have an awareness and understanding of the green cross code and stranger danger. It is parents' responsibility to ensure they are sufficiently happy that their child is capable of undertaking the proposed journey safely.
- During winter months and/or inclement weather, children must be dressed appropriately.
- Children should preferably walk in a group and not alone.
- Children should know their home phone number (plus one other emergency contact) and preferably have their own mobile phone. (This should be kept in the office during the day).

We recommend that where children are walking home alone there should be someone at home to meet the child on their arrival.

- Any child must be capable of arriving home within 30 minutes of the end of the school day (3.45pm). Journeys over 30 minutes are not considered appropriate for children to walk at this stage.
- If any child does not arrive home within a reasonable timeframe, parents must immediately notify the school in order that appropriate action can be taken.
- If any child does not arrive home within a reasonable timeframe and direct contact with the child has not been established by either school or parents, the school will instigate the missing person's procedure in conjunction with the relevant Local Authorities and Police authorities.
- If the missing person procedure is initiated there must be a point of contact remaining at both the home and school location until further advised by the relevant authorities.
- If your child does arrive home after the missing person procedure has been instigated, immediate notification to the relevant authorities/emergency services and school must be made. This is to enable the missing person procedure to be stood down.
- Once the missing person procedure is initiated responsibility will pass to the relevant authority to further any enquiries. Both parents and the school will be guided by them in order that a successful outcome is achieved.

Preparing your child to make an independent journey.

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 children 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 finding

their way 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). And if that person tries to convince him to go with the child or tries to physically get close, then the child should scream, "Help! This is not my dad!" or "Help! This is not my mum!" and run away. If they grab them, tell your child to kick, punch, and hit as hard as they can.

When deciding whether your child is ready for this responsibility you might want to consider the following:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they didn't want to do i.e. scream, shout, kick, fight?
7. Would they know what to do if they needed help?
8. 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.

If a parent is not present, your child will also be responsible for their behaviour whilst on the school premises either before or after school. No child is permitted to play ball

games, ride scooters or bikes or play on playground equipment in school grounds 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.**

## CONFIRMATION THAT MY CHILD MAY WALK HOME ALONE

*Please complete and return to the School Office.*

**Note that this form is only applicable to children in Year 6 or in Year 5**

I confirm that my child

\_\_\_\_\_ in Year

\_\_\_\_\_ at Birch Hill Primary School may walk home from school alone.

I confirm that I have read and understood the school's **Walking Home Alone** Policy.

I confirm that I agree that my child can walk home from extra-curricular clubs after school (this applies in the summer term only)

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix B

# PERMISSION FOR ANOTHER PERSON (OTHER THAN A PARENT) TO PICK UP A CHILD AFTER SCHOOL

Dear Parent

From time to time you may find it necessary for someone else to pick up your child from school. In order to ensure the safety of all children in our care, we are unable to hand your child over to any adult other than you the parent, unless you have given us prior written permission.

Please list below any adults that have your permission to pick up your child and when they are likely to do so (not specific dates). If they will be picking up on a regular basis on regular days, please specify. If they are permitted to pick up anytime, please state 'any day'.

Please note that we are unable to hand a Reception Class child over to an older sibling here at Birch Hill Primary School. Pick up by siblings of secondary age will only be allowed by prior arrangement. Any further unexpected pick up arrangements will be allowed as they occur, as long as we have your written permission or you have phoned the school to advise the reception desk before the end of the day.

Thank you.

I, ..... (insert your name) give permission for my child  
..... in  
..... Class to be collected after school by the following people.

Name of adult(s)	Relationship to Child	When, which days to pick up ..... if known
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