



Learning at the heart, igniting possibility!

Safe collection procedures

Context

These procedures are in line with our responsibilities to safeguard and promote the welfare of children. Dosthill Primary Academy is committed to working in partnership with parents/carers to safeguard and promote the welfare of child/ren and to support them to understand our statutory responsibilities in this area.

Parental roles and responsibilities

Parents are required to provide a list of people who are authorised to collect their child. A proforma is issued to all parents and carers so they can make this clear.

An 'authorised adult' is a responsible person aged 16 years or over. This may be a child-minder, or someone **over the age of 16** who has the parent's written permission to collect a child from school. **We will not release a pupil to someone who is not listed as authorised without contacting parents to verify their identity.**

Parents need to ensure that their child's emergency contact sheet includes a list of **authorised adults**.

People authorised to collect children need to make themselves known to school staff.

Parents need to inform the school in advance of any changes to collection arrangements by making contact with the school office or their child's class teacher.

- **In Nursery and Reception**, the Contact Book should be used to highlight any changes to normal collection arrangements.
- **In Years 1 and 2**, contact should go via the office. This should be before 2.45pm.
- **In Years 3 and 4**, a note can be sent to the class teacher. The teacher or adult dismissing the child will check they have gone with the correct person.
- **In Years 5 and 6, pupils can walk home alone with written parental consent but cannot collect younger siblings** (please refer to the information and considerations detailed below).

Parents are also required to inform the class teacher and office staff if their child is to be collected during the school day, and by whom.

Parents need to let Footsteps know if they are going to collect their child. This prevents any confusion at the end of the day or misunderstandings which could result in safeguarding issues arising.

No parents or carers should enter any of the school's buildings without going through the main school office at any time of day including before school.

Nursery children enter through the canopy adjacent to their classroom.

Reception children enter via their outdoor learning area adjacent to their classrooms.

Children in Year 1 enter either via the Nursery outdoor learning area or the courtyard adjacent to the hall (parents are informed of the specific classes entering via each location).

Children in Year 2 enter via their external doors.

Children in Years 3, 4 and 5 line up on the Broom Playground and are collected by their teachers.

Children in Year 6 enter via the external doors to the cloakrooms adjacent to their classrooms.

Children exit via the same locations they enter at the beginning of the day.

Parents or carers should not enter any of the school buildings. To do so, compromises security and the safety of children.

Staff roles and responsibilities

Children who attend after school clubs will be supervised by their teacher/an adult.

Children should be taken to the office if they are not collected by an authorised adult. *Contact will be made with the Children's Services department of the Local Authority, if a child is not collected by 3.45pm and we have not been contacted by a parent or someone on the emergency contact list.* This decision will be made by a member of the Senior Leadership Team.

It is the responsibility of the class teacher to inform supply teachers of the arrangements for collection of children.

Children walking to or from home alone

There is no set legal age that children can walk to and from school independently or be left on their own. It is an offence, however, to leave a child alone if it places them at risk, therefore, we are obliged to alert relevant authorities if we think a child is at risk in these circumstances.

Parents who want their child to walk to and from school independently need to take into account the dangers of the route and the child's confidence. Parents should discuss this arrangement with the school and sign the proforma. **Parents remain responsible for their child's safety when travelling to and from school.**

Parents should work with their children to build up their independence while walking to and from school together through route finding, road safety skills and general awareness. The most

important factor to consider about suitability of a child walking to/from school alone is any **risk to the child**.

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 (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.

The NSPCC advise the following:

- children under 8 should not be outdoors for a considerable length of time unaccompanied
- children under the age of about 12 should not be home alone for more than a very short period of time

Useful guidance can be found on the NSPCC website here:

Staying safe away from home: <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/staying-safe-away-from-home/>

Home alone: <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/leaving-child-home-alone/>

Parents/carers must understand and be prepared to take responsibility for anything that should go wrong in their absence. They are also responsible for the care and safety of their eldest child, even while that child is acting in a caring role for younger siblings.

The NSPCC recommend that no one under 16 should be left to care for a younger child.