



## STOCKSFIELD AVENUE PRIMARY SCHOOL



### COLLECTION FROM SCHOOL GUIDANCE

#### Introduction

As part of our wider safeguarding responsibilities we have policies and procedures in place around the dropping off and collection of children to and from the school site.

#### General guidelines

On enrolment to the school, parents / carers should provide the following information:

- Names and full addresses of parents/carers (including confirmation of parental responsibility/private fostering arrangements and any relevant paperwork).
- Home, work and mobile phone numbers.
- Email addresses where appropriate.
- Two emergency /authorised adult contacts who may be called in the event of the parents/carers being unobtainable in the case of an emergency.
- Information about any person who has been denied legal access to the child (relevant copies of any legal documents).

School will store this information on a secure system and update it on an annual basis or as parents inform of changes to information.

#### Responsibilities

##### Children walking to / from school alone

There is no law on what age children may travel to school unsupervised. Parents should make their decision based on their child's maturity, ability and the safety and distance of the route to school.

We advise parents with children under the age of 9 (Year 4 and under) to make sure they are accompanied by an adult or older sibling.

Children in Years 5 and 6 may walk home unaccompanied as long as the parent has signed a consent form giving permission for their child to do so. Consent forms will be kept in a file in the Year 5/6 area. (See appendix 1)

##### Older siblings accompanying a child to/ from school on a parent's behalf

There is no law determining the age at which a sibling can accompany a child to school. We prefer not to send a child home with a sibling unless the sibling is aged 14 years or older.

##### If parents/ carers are late to collect their child

We understand there may be occasions where a parent is late and we ask you to inform us if this is likely to happen or indeed if you are running late.

After 15 minutes school will make every effort to contact the parents / carers or authorised person whose details have been supplied.

While the child remains uncollected they should stay at school in the care of two fully vetted members of staff until parents/carers arrive.

If after one hour the child has not been collected and no contact has been made from parents/carers then school will apply child protection procedures and contact children's social care.

### **What happens if parents/carers appear unable to offer safe care of their child?**

There may be times when the school is worried that the adult collecting a child is under the influence of drugs or alcohol, or their behavior otherwise suggests they may not be in a fit state to safely look after their child. In this case the school may decide to:

- Contact another family member to collect the child
- Record the incident as a potential safeguarding concern. Repeated instances of an adult appearing to be unfit to provide safe care will be discussed with children's social care to seek advice on whether or not a referral needs to be made.

School does not have the legal authority to keep a child on the premises against a parents/carers will. However if we are concerned about a child's welfare then we will contact the police and make a referral to children's social care.

### **If someone else turns up to collect the child**

School will not release children to any other person without first checking the agreed contacts collection list (Appendix 2) or speaking to the authorised parents/carers. If a parent/relative turns up, who does not have legal custody of the child, then the school will contact the legal guardian.

### **After school activities**

If children are attending an after school club (sports/music/ICT etc.) then parents will have completed a consent form with an emergency contact number.

Only children in Years 5 and 6 will be allowed to walk home from these clubs unsupervised if school has written consent.

Reviewed: March 2018

Next Review Date: March 2020

*SMART Multi Academy Trust is an exempt charity and company limited by guarantee registered in England with company number 10257723. The company's registered office is Wyndham Primary School, Montagu Avenue, Newcastle upon Tyne NE3 4SB.*

**Stocksfield Avenue Primary School**



Dear parents/carers,

This year your child is in Year 5/6 and it may be appropriate and safe for them to walk or cycle home, or to leave the school grounds to be picked up in the car park/nearby streets, or by the top gate.

If you feel that your child is responsible enough and will be safe to leave school by themselves, without being collected from the Y5/6 balcony, then we simply just need your permission for this to happen. The permission will allow the children to leave the balcony by themselves for the full academic year, unless there is a change of circumstances (in which case please inform the school). If you feel that this may not be appropriate now, but might be later in the year, then please simply inform the school at the time.

Please note that there is no expectation for children to leave the premises by themselves, and that many children are collected as normal by parents.

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I allow my child \_\_\_\_\_ to leave the school premises at the end of the day to either be collected at the gates/carpark, or to make their own way home from school.

Signed (parent/guardian) \_\_\_\_\_



**Agreed Contacts**

**Name of Child:** \_\_\_\_\_ **Class:** \_\_\_\_\_

Name of other adult	Relationship to child e.g. uncle, aunt, grandparent, friend etc.	Contact number

**Please return to your child's class teacher**