



## **Overstone Combined School**

### **Policy for Arrivals and Departures including the safeguarding of children**

This policy is part of the school's policies for safeguarding children.

Our school will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

#### **Arrivals**

A member of staff will be on duty at the entrance door for KS2 children to enter between 8.35am and 8.45am. A member of staff will be available in each EYFS and KS1 classroom between 8.35am and 8.45am to welcome children. At this time they will be able to take short important messages. The doors will be locked at 8.45am.

If a child arrives after 8.45am, they will need to enter through the main reception door where they will be signed in and registered as late.

If a child is unable to attend, due to illness, parents are expected to notify the school by 9am, using the school's absence email address ([absence@overstone-wing.org](mailto:absence@overstone-wing.org)) or telephone number (01296688799). If the child is dual registered (also attending another placement) parents must still inform Overstone school if their child will not be attending either session.

After the registers have been closed and returned to the office, staff will endeavour to contact parents of any pupils who are not in school and for whom contact regarding this has not been made.

#### **Departures**

Children in KS1 and EYFS will be released from their classroom to an adult who is authorised to collect them (see below).

Children in Years 3 and 4 will be released from the side exit gate to an adult who is authorised to collect them (see below).

Children in Years 5 and 6 will be released from the side exit gate to an adult who is authorised to collect them or to walk home alone, if prior written permission has been given (see below).

Children who are attending an after school club will meet the adult in an assigned location and a register will be taken to check attendance.

If a child has not been collected within 10 minutes they will be brought into the school and taken to the main reception, where parents will be contacted. If there is a repetition of children not being collected, then a meeting will be arranged with parents.

## **Adult Supervision**

There are no laws around age or distance of walking to school. A family's 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.

In setting our protocol for collecting children, we have taken advice from the:

- DfE that states:

It is for each school to decide and enforce its own pupil collection policy and request that parent/carers formalise collection arrangements in writing.

The school is not responsible for a child's safety on his or her way home.

- NSPCC that states:

Children under eight can't judge the speed and distance of moving vehicles. They still need help when crossing roads.

Our policy is therefore:

Children in EYFS, KS1, Years 3 and 4 must be dropped off and picked up by an adult over the age of 16.

Only named adults will be able to collect children at the end of the day. If a change is to be made, the staff must be notified in writing (email or written note). In exceptional circumstances, a telephone call to the office will suffice.

Children in Years 5 and 6 may walk home, if written permission has been given by a parent or carer with explicit days. Parents should think carefully about whether it is appropriate for their child to walk home, taking into consideration the route, their child's disposition and other concerns, including weather and the level of light. If a change is to be made to this, then the school should be informed in writing.



**Permission for pupils in Years 5 or 6 to walk to and from school unaccompanied**

**Person with parental responsibility to complete and return this reply slip to school prior to children leaving unaccompanied.**

Name of Child: .....

Class: .....

I wish to inform you that my child will be walking to/from school on regular basis after considering all factors including route, child's disposition and any other concerns.

I will notify you immediately should this arrangement change

I have read and understood the school policy regarding Arrivals and Departures and the safeguarding of children.

Days the child will be walking home

.....

Signed: ..... Date: .....

Print Name: .....



### Child Collection Arrangements

Please detail regular child collection arrangements for your child. Please remember that children in Year 4 and below must be brought and collected by a responsible adult over the age of 16.

Child's Name

.....

Child's Class

.....

Day	Responsible adult collecting/ Walking Home	Other comments
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

If changes are to be made to these collection arrangements, the school must be informed in writing (email or note) by a parent or carer. In exceptional circumstances, a phone call to the office will suffice.