

Safe Collection of Children Policy

This policy should be read and applied in conjunction with existing safeguarding policies in the school, in line with Safeguarding Children and Safer Recruitment in Education, DfES 2007 and Working Together to Safeguard Children, HM Government 2010, Keeping Children Safe in Education, September 2016.

References to parents in this policy can mean a parent or carer.

This policy relates to situations where

- Parents/carers wish the child to walk to/from school independently
- Parents/carers wish to provide drop off/collection by an older sibling
- There are concerns about a parent/carer's ability to offer safe care
- Children are collected late, not collected or wish to change the arrangements for collection at the end of the day

Pimlico Primary prefers all children to be dropped off and collected by an Authorised Adult.

The Authorised Adult

The responsible adult collecting a child ('Authorised Adult') **must be:**

- **Over 16 years of age (18 years if collecting an EYFS child)**
- Identified to the school office by an adult with Parental Responsibility.

Informing the school

Parents/carers of children in our school are asked to provide specific information at the beginning of each academic year which is kept in our data file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Emergency contact details
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. child-minder, relative (Authorised Adults)
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child
- If there are any changes to any of the above we ask that the school office is notified immediately. When there is a change to the end of the day arrangements we ask that parents inform either the school office or the class teacher as soon as possible.

1. Drop off/collection by an older sibling

There is no minimum age set in law when a young person is allowed to remain in charge of another child. However, it is an offence to leave a child alone if it places them at risk, and this can include in the care of an older sibling if the level of supervision is 'likely to cause unnecessary suffering or injury to health' (Children and Young Persons Act, 1933). Parents/carers are therefore responsible for anything that should go wrong in their absence.

If parents wish older siblings to drop off / collect younger children:

- a. The collecting sibling must be at least 16 years of age.
- b. Parents and the sibling must discuss the situation with the school.
- c. If this is agreed, the parents should write a letter to confirm the procedure, as above.

If the school has any concern that older siblings are not competent to take younger siblings to and from school or there are concerns about any child's safety or welfare due to these arrangements:

- i. This will be raised with the parent (ideally in advance of collection)
- ii. If alternative arrangements are not made, a safeguarding referral will be made to Children's Services where necessary.

2. Pupil walking to/from school independently

The most important factor to consider about suitability of a child walking to / from school alone is any risk to the child. 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 to leave a child alone if it places them at risk and therefore schools have a continual obligation to take action if they believe this is the case. If parents/carers wish to let their child travel to/from school independently, then they must assess the risks associated with the school route and their own child's confidence, and should meet with the school to discuss the school's view. An example of where this may happen is where parents want to increase the independence of their children as they prepare to leave primary school and move onto secondary school.

If the school is in agreement for the child to make their own way home:

- The child must be in Year 6.
- The parent must write a letter to confirm the procedure, ensuring that this is reviewed regularly.
- 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 responsibility for their child's safety rests with parents and carers who choose for them to walk independently to / from school.
- One specific route must be agreed in advance between the parent and child.

Factors for parents to consider when allowing a child to walk home independently

- Do you trust them to walk straight home?
- Do you trust them to behave sensibly when with a friend?
- Are they road safety aware?
- Would they know what to do if a stranger approaches them?
- Would they have the confidence to refuse to do what a stranger asked?
- 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, and fight)?
- Would they know what to do if they needed help?
- 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.

3. Late collection/ non-collection

Pimlico Primary does not expect any child to be collected late. If the authorised adult is delayed for any reason it is the parent/carer's responsibility to call another authorised adult to collect the child/children from school on their behalf. The school office will not make these calls.

The school procedures covering the collection of pupils at the end of school are to ensure children are safe and in the care of an authorised adult by 3.30pm. The school must have the full contact details of adults authorised by the parent/carer to collect their child. It is the parent/carer's responsibility to ensure contact details are up to date and that they have sufficient authorised adults for a range of emergencies.

The responsibility is on parents/carers to complete these arrangements every day, including the responsibility to make their own arrangements with their named authorised adult to collect their child/children if they are going to be late for any reason.

In the event of an emergency the school expects the parent/carer to make appropriate arrangements so the child/children are collected by 3.30pm by an authorised adult.

If the school cannot make contact with the parents and any authorised adults by 4.20pm, we will follow emergency procedures; entailing calling Social Services and the Police. Your child will then be taken into their care.

Consequences of Late Collection

It should be a rare occasion when there is a need to call the school to inform them that a child/children will be collected late, after 3.40pm. Parents/carers will be charged £3.00 per child on the first occasion that they are late to collect their child/children. On any subsequent occasion they will be charged £3.00 per child for every 15 mins they are late.

The school currently has an After School Club that is managed by Millbank Academy. More information can be found about the club from the school office.

If an authorised adult has not collected the child/children from the school by 3.40pm on more than two occasions it will trigger the activation of child protection procedures including making a safeguarding referral to Westminster Children Services.

4. Before and after school behaviour on school premises

Authorised adults remain responsible for their children before 8.55am and after the child has been collected at 3.30pm. The Authorised Adults is responsible for ensuring that their children do not access or use any areas of the school site that are prohibited. This includes playing on or with any outdoor playground equipment such as climbing frames or balls. This equipment is only permitted to be used by pupils of the correct age during the school day and under appropriate supervision.

For all pupils safety no football should be played on the playgrounds before or after school and no pupils should use bikes, skates or scooters etc. on the school site.

5. Extra-Curricular Clubs Arrangements

Please note that all pupils will need to be collected if they are staying late at school for any reason.

E.g. If your child takes part in football or choir, they will usually need to be collected at 4.20pm.

Late collection from a club results in a 'strike,' after three strikes, the child will lose their place at the club.

Collection after 4.30pm results in the same procedure (as above) as collection after 3.40pm on a normal day.