NYES | Health and Safety

COLLECTION AND WALKING HOME FROM SCHOOL PROCEDURES

Glusburn Community Primary and Nursery School

General Statement

This establishment recognises that it is essential to ensure all pupils are safe when they leave school at the end of the day. For many families, arrangements need to be flexible, and it may be that a number of people care for the child after school. For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils.

Legal Position

There are no laws on who can and can't collect pupils from school, or the age at which children can walk home alone. It's up to school to decide what they allow and how this will be carried out.

Parents are responsible for their child's safety outside of the school grounds.

General Arrangements

- The school day ends at 3.30pm
- Children will be handed over at the classroom door by a member of staff. Children will walk to their parent/Carer or person with delegated permission to collect a child.
- Year 6 only can walk home if a parent provides written consent.
- If parents have more than one child, they should collect the youngest child first and then walk round to the other

Collection from School

- Parents/Carers will be asked at the start of the school year to formalise collection arrangements in writing. This will include:
  - Consent (if appropriate) for child to walk home from school unaccompanied (Year 6 only)
  - A list of people authorised to collect child from school.
  - Arrangements for specific days where known e.g. childminder to collect on a Wednesday.
  - Confirmation of any persons **not** allowed to collect pupil from school.
- School will ensure pupil's emergency contact info is updated to include those allowed to collect pupil from school.
- School will not allow anyone who's not listed as authorised collect a pupil without contacting the parents to verify their identity first.
- School will contact parents/carers who have not provided school with relevant collection arrangements/consent.
- Gates will be opened for parents/carers to collect children no earlier than 3.15pm
- Class teachers will escort pupils to the classroom doors and will wait with children to be

collected.

- Staff to pupil ratios will be maintained during the collection process including statutory ratios in relation to EYFS pupils.
- It's legal for someone under 16 to collect a child from school, however, the school will want to be reassured of the competency of a child collecting from school e.g. age 14+
- Parents/carers to inform school in advance in regards to any changes in collection arrangements, such as medical appointments.
- Relevant staff will be made aware if a pupil is going to be collected during the day, and who's collecting them.
- Staff can ask to see identification if uncertain over a collecting adults' identity.
- If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:
    - A staff member will take the pupil to the school office.
    - The pupil's parents/carers will be contacted for further advice.
    - A member of the SLT will be made aware of the situation.
    - If the pupil's parents/carers are not contactable, the standard procedure for non-collected children will be followed.

Walking Home from School unaccompanied

- **Only our year 6 children are allowed to walk home from school alone.**
- Pupils will only be allowed to walk home from school unaccompanied if a signed consent form is in place.
- If a pupil leaves the site unaccompanied without prior consent missing child procedures will be followed.
- Any safeguarding concerns will be raised with the Headteacher and the Designated Safeguarding Lead.

Late Collection

- Parents/carers to notify school at the earliest possibility to make aware if going to be late to collect.
- Pupils will be supervised at all times and appropriate staffing ratios will remain in place.
- If a child has not been collected a staff member will be monitoring the school phone in case of contact.
- School will contact parents/carers if a pupil has not been collected at the expected times. If contact is ever not possible school will contact other emergency contacts listed in the pupils' records.
- The school will keep a record of incidents where parents are late with no reasonable explanation on our CPOMS system.
- A meeting will be arranged with parents/carers in relation to persistent late collection to ascertain the reasons behind and whether school can help avoid further late collections in any way.
- If required school will liaise with external agencies.

Unacceptable Practices

- Under no circumstances will school staff take pupils home themselves. Where a child needs to be collected or taken home for very specific reason this will only be undertaken by SLT.

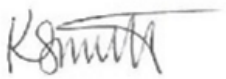
Related Documents

The Collection and Walking Home from School Procedures will be used in conjunction with:

Health and Safety Policy,

Child Protection and Safeguarding Policy,

Before and After School Arrangements Risk Assessment.

Signed:	
Date:	19.08.2026
Review Date:	01.09.2027