



Headteacher: Mrs C Vincett BSC (QTS) Hons NPQH

An Academy School registered in England 7974434

Luddenham School

Policy for Collecting Children from School at the End of the Day And Safeguarding Pupils To and From School Alone

“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.

All Pupils

1. Permission and arrangements for children leaving the school at the end of the day will be confirmed in writing by the parent/carer.
2. All children must be collected from After School Clubs by an **adult**.
3. No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.
4. If a child is to be collected before the end of the school day, the school is to be notified on the same morning. On arrival to school to collect the child the parent/carer will report to the School Office. The child will then be brought, by staff, to the School Office to be taken home by the parent/carer and the parent/carer **MUST** sign their child out on the signing in/out book.
5. If the person who normally picks a child up is not doing so then a note should be put in the child's planner for their teacher to see informing us who is to pick up that day and any necessary emergency contact details.
6. Should arrangements change during the day the school should be contacted by telephone.
7. If the parent/carer or alternative nominated adult is going to be late to collect their child, they should let the school know as soon as possible. We will keep children in school until their arrival. If no message is received and your child has not been picked up by 4:00p.m. your child will go to ASC and you will be charged a late pick up fee.

Luddenham School

Faversham, Kent

ME13 0TE

Telephone: 01795 532061

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Pupils in Foundation Stage or KS1 (Years 1 & 2)

All children in EYFS and Key Stage 1 should be picked up from the school site by a known adult or siblings provided they are 16 years old or above.

Pupils in KS2 (Years 3, 4, 5 & 6)

There is no set age when children are ready to walk to school or home on their own. It very much depends on their maturity and confidence. Knowing that children under the age of eight can't judge the speed or distance of moving vehicles we expect Year 3, 4 and 5 children to be brought to and collected from school.

Walking Home Alone

Due to our location and lack of pathways, we do not allow children to walk home alone.

Regents Coaches 638 Public Bus (Please see Appendix A)

Teach your child to:

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Always cross at the intersection where there are traffic lights; do not cross in the middle of the road. Alternatively, cross in a place where you can see clearly in all directions. Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming and cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see a child, even if the child can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.
- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your child to be safe, such as a grandparent or trusted neighbour.) If that person tries to convince the child to go with him or tries to physically get close, then scream, "Help! This is not my dad!" or "Help! This is not my mum!" and run away. If they grab them, tell your child to kick, punch, and hit as hard as they can.

When deciding whether your child is ready for this responsibility you might want to consider the following:

- Do you trust them to walk straight home from the bus stop?
- 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 or 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 use the bus on their own.

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Your child will also be responsible for their behaviour whilst on the bus. Should their behaviour not be acceptable you will be asked to accompany or collect them until they have proved they can be trusted again.

The following procedure will be followed if any child is picked up by an allegedly impaired person.

- If the person picking up a child is, in the judgment of staff, impaired (under the influence of drugs or alcohol) and unable to adequately care for the child, the staff will not release the child to that person
- The child will be taken to the School Office and the Headteacher or other designated safeguarding lead will offer to call a relative or friend to pick up the person and child.
- If no contact can be made then Social Services will be contacted for advice.

IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE PLEASE ENSURE YOU LET THE SCHOOL KNOW IN WRITING IMMEDIATELY.





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Person with parental responsibility to complete and return this reply slip to school a.s.a.p

Name of Child: **Class:**

I wish to inform you that my child will be getting the bus to/from school on a regular basis.

I will notify you immediately should this arrangement change.

I have read and understood the guidelines, systems and reasonable precautions set out in the 'Policy on Safeguarding Pupils to and from School Alone'.

Signed: **Date:**

Print Name:





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Appendix A

Regents 638 Public Bus

As a school we act in "loco parentis" whilst your children are on site and at the end of the school day we hand over this responsibility to the parent or named carer.

I (Parent/Carer Name) agree that I am consenting to my child

..... (Child's name) using the Stagecoach Regents 638 Bus.

1. We make it clear that this is a public bus and not solely for the use of Luddenham Pupils. This service is run by Regents coaches and not connected to Luddenham Primary School and therefore do not take responsibility for your child whilst on the bus or when they reach their destination.
2. The bus driver **does not** take parental responsibility for your child whilst on the bus they remain your responsibility at all times.
3. As a safety measure, Luddenham School will take a bus register for each child who uses the 638 bus for our own records so we have a log of the children who have used the bus for that day.
4. Please be aware, as previously stated, that this is a public bus and therefore can be used by any members of the public who have not been vetted by either the school or the bus company.
5. As a school, we do not advise that any infant child should use the bus unless accompanied by an older sibling in KS2 or parent/carer.
6. Failure to complete and sign this form will prevent your child from using the bus Stagecoach 638 service.

Please sign and date the form below as your full understanding of this agreement.

.....

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Signed by Parent

Date

