



# **COLLECTION FROM SCHOOL/ PUPILS WALKING TO AND FROM SCHOOL ALONE POLICY**

**Policy Implementation Date:**

**January 2026**

## Statement of Intent

**Burton Road School** believes it is essential to ensure all pupils are safe when they leave school at the end of the day. We appreciate that, for many families, arrangements need to be flexible, and it may be that several 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.

The aim of this policy is to:

- Keep pupils safe.
- Ensure all staff members are aware of the correct procedures for the end of the school day.
- Make parents aware of the expectations regarding collecting children.
- Make parents aware of the requirements if they wish their child to walk home from school alone
- Highlight the importance of parent-school communication.

### Legal framework

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Section 175 of the Education Act 2002
- Coronavirus Act 2020
- DfE (2025) 'Keeping children safe in education'
- DfE (2025) 'Statutory framework for the early years foundation stage'
- DfE (2018) 'Understanding and dealing with issues relating to parental responsibility'

### General Collection Procedure

Parents/carers will promptly collect their children at the end of the school day, times are as follows:

**EYFS, Y1 and Y2 3.15 pm**

**Y3, Y4, Y5 and Y6 3.20 pm**

At the end of the school day, children in EYFS and Key Stage 1 **must be** collected by a parent/carer or designated person who is at least **16 years** of age.

We will not allow older brothers or sisters in school to collect younger siblings under normal circumstances. Extenuating circumstances must be agreed with the Headteacher, and confirmed in writing with the parent/carer concerned, and the log recorded/uploaded to CPOMs.

Children in Key Stage 2 must be collected by a parent/carer or a designated person according to parent/carer's instructions.

### Specific Collection Arrangements

If the parent/carer cannot collect a child at the end of the day, school must be informed who is to pick up that day. Should arrangements change during the day the school should be contacted by telephone.

All children must be collected from After School Clubs by an adult unless written permission is given for the child to walk home.

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.

In circumstances where there are safeguarding concerns for a vulnerable child and/or family, then a

password system should be used to ensure good safeguarding practice for collecting the child at the end of the school day. Parents should choose a password for the adult allowed to collect the child and inform school of the password. Staff will then only allow the child to be picked up by the adult who uses the required password.

If a child is to be collected before the end of the school day, the school must 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 reception to be taken home by the parent/carer.

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.

### **Walking To or From School Alone**

There are no laws around age or distance of walking to or from school.

A families' 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 out 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.

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 of distance of moving vehicles, we expect that children from Years 3 and 4 be brought to and collected from school.

### **Only children from Years 5 and 6 will be allowed to walk home alone.**

Parents who request that younger children be allowed to walk home alone will be invited in for a discussion with the Headteacher to explore those particular circumstances.

### **Parents' Responsibility**

Parents must decide if their child is ready to walk home from school alone, and assess any risks associated with the route and their child's confidence.

Questions for parents to consider if their child is ready for this responsibility include the following:

- 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 or fight)?
- Would they know what to do if they needed help?
- Would they know who best to approach to get help?

If the parents of Year 5 and 6 pupils wish their children to walk home alone the school must be in-formed of this in writing, a note will then be made on CPOMs.

Please see the letter to be used in **Appendix 1**.

### **Children Picked up by Someone Suspected to be Under the Influence**

For children being picked up by someone who is suspected to be impaired by the use of alcohol/drugs, 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 DSL will use the contact list 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.

### **When a Child is Not Picked Up**

The following procedures will be followed for any child who is not picked up:

- The child will remain with the class teacher for up to 10 minutes
- After 10 minutes the child should be taken to the School Office. The administrative team in the School Office will contact the parents by telephone.
- If other contacts are given on the child's confidential sheet, they will be contacted.
- If no contact can be made with the emergency contact or parents the school will continue to try and make contact for a reasonable amount of time until 4.20pm, at the latest.
- After 4.20pm, if we have not been able to make contact then Social Services will be contacted for advice
- Two members of school staff (which should include at least one Senior Member of Staff) will re-main at school with the child until Children's Social Care make their decision as to whether it is a case of abandonment. Please note that is this is a case of abandonment then social care usually advise that this is usually a matter for the police.
- The school will ensure that these protocols have been followed by staff and a note of all calls will be completed on CPOMs
- If a child is frequently not collected on time, then Children's Services will be contacted.

**NO CHILD WILL EVER BE LEFT ON THE SCHOOL PREMISES UNATTENDED.**

# Burton Road Primary School



## Permission For Year 5 & Year 6 Pupils To Walk To and From School Unaccompanied

The person with **parental responsibility** must complete and return this reply slip to school as soon as possible before the child first walks home alone.

Name of Child: .....

Class: .....

I wish to inform you that my child will be walking 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 Collection from School and Safeguarding Pupils Walking to and from School Alone'.

Having read these: guidelines, systems and reasonable precautions, I have risk assessed the situation and fully believe that my child is old enough, and mature enough, to walk independently to and from school safely.

I fully understand that once I give permission for my child to walk to and from school alone, the school is not responsible for my child's actions or whereabouts once they are not on the school premises.

I fully understand that any well-being concerns, in relation to my child walking to and from school, independently, will be logged on the CPOMs database.

I fully understand that any serious safeguarding concerns may be escalated to social care or the police.

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

Print Name: .....

NB: You can also give consent via the **Gateway App / Payments / Parental Consent for Year 5 & Year 6 Child to Walk Home Alone.**