



# COLLECTION POLICY

<b>REVIEW DETAILS:</b>	To be conducted bi-annually in consultation with staff.
<b>REVIEWED:</b>	<b>SPRING 2016</b>
<b>REVIEW DATE:</b>	<b>SPRING 2018</b>

### **Introduction and Responsibilities**

It is the Head Teacher's responsibility to ensure that all relevant members of staff are aware of this policy, to ensure members of staff are aware of their responsibilities, what is expected of them and the procedures to follow and to ensure that the policy is reviewed on a timely basis.

It is the responsibility of staff to read the policy and act according to its guidance.

It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and the end of the school day.

The welfare of all our children at Berwick Hills Primary is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times.

### **Recommendations:**

#### **Department for Education (DfE) advises:**

- *It is for each school to decide on its pupil collection policy. The school is not responsible for the safety of a pupil once the school day is over and the pupil leaves the school premises.*

#### **Royal Society for the Prevention of Accidents (RoSPA) and the National Society for the Protection against Cruelty to Children (NSPCC) recommend that:**

- *No one under 16 should be left to care for a younger child. (Also see Appendix 3)*
- *Schools should consider whether an older child can supervise a younger child on a case-by-case basis. Factors to consider include:*
  - *The maturity of the child collecting/being collected*
  - *The length and nature of the journey home*
  - *The behavior of the children collecting/being collected and their relationship*
- *Schools should adopt a policy stating the age at which one young person can collect another from school. Schools should also make a record of parental permission for an older sibling to collect a younger pupil.*
- *If schools are aware that parents are allowing an older sibling to look after a younger child, it would be good practice to provide information to parents/carers to assist safe decision making about the arrangements. Where the school has concerns about a child's safety or welfare due to these arrangements, this should be raised with a parent. In some cases this may result in a safeguarding referral to the council.*

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.

### School policy

#### **Pupils in Foundation Stage, Y1, Y2, Y3**

Our agreed school policy is that **no pupil in Foundation Stage or Key Stage 1 or Y3** should walk to or from school on their own or be left on their own on the school premises either before or after school. In addition we will only hand over pupils to named adults or older siblings provided they are above 16 years. Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement. We also ask that you keep us informed of any changes in arrangements, preferably by letter. If no one turns up to collect a child in these year groups they will be kept in school and parents/carers contacted. We will not allow older brothers or sisters in school to collect younger siblings.

#### **Pupils in Y4, Y5 and Y6**

##### **Y4**

We highly recommend that pupils in year 4 are still brought to and collected from school. Therefore we assume that children in Y4 will be collected unless parents provide written permission for their child to walk home unaccompanied. (see Appendix 1)

##### **Y5 and Y6**

In order to promote independence, we assume that children are allowed to walk home unaccompanied, unless informed by parents that they will be collected by an adult. (see Appendix 2)

### Guidance for parents

In deciding whether your child is ready to walk to school you should assess any risks associated with the route and your child's confidence. Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness.

There are lots of ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently. Walking to school is a great opportunity to learn road safety skills. The best way to do this is to walk with your children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence to deal with traffic and way finding on their own, in preparation for walking with friends or alone when they are older.

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; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they 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). And if that person tries to convince him to go with him or tries to physically get close to him, 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:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. 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)?
7. Would they know what to do if they needed help?
8. 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.**

If you decide that your child is ready for this responsibility then you must inform the school by letter or by completing the slip below. Your child will be prevented from walking home unless this permission has been given in writing.

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

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

Appendix 1



**Berwick Hills Primary School**

**Permission for pupils to walk to and from school unaccompanied  
Person with parental responsibility to complete and return this reply slip to school**

Name of child:

Year: 4

Class:

I wish to inform you that my child will be walking to/from school on 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 Collections Policy'

Signed..... Date: (d/m/y)

(Name print).....

Appendix 2



**Berwick Hills Primary School**

**Person with parental responsibility to complete and return this reply slip to school**

Name of child:

Year: 5/6 (please circle)

Class:

I wish to inform you that I **do not** give permission for my child to walk home unaccompanied, my child will be collected by a named adult.

I will notify you immediately should this arrangement change.

I have read and understood the guidelines, systems and reasonable precautions set out in 'policy on safeguarding pupils walking to and from school alone'.

Signed..... Date: (d/m/y)

(Name print).....

(Name print).....

## Appendix 3

*School Safeguarding Practice Guidance: Page 8 of 22 August 2012 Drop Off and Collection of Children Issue No.1 CS0269 It is known that when parents supervise their children it reduces the chance that a child will be injured. However, when older siblings supervise younger children there is an increased risk of injury.*

*The idea behind the research was to explore why the risk of injury to young children increased when they were supervised by older siblings. The researchers found that mothers were more likely to spot and remove hazards, whereas older siblings were more likely to interact with the hazards in front of the younger children (for example, an older child may make themselves a hot drink and put it within reach of a young child, whereas the mother would be more likely to keep hot drinks well away from toddlers). It is well known that younger children tend to copy their older siblings - and indeed, this was found to be the case during the study. Children also behaved in a more risky manner when they were supervised by a sibling; however, their sibling babysitters were less attentive to that risk than their mothers would be. The problem was compounded by the fact that young children were less likely to listen to their siblings when asked to stop risk taking.*

*In conclusion, the researchers found that both the behaviour of the younger children and their supervisors contributed to the increase in injury risk when older siblings supervise younger ones.*

***Excerpt taken from “Please keep an eye on your younger sister”: sibling supervision and young children's risk of unintentional injury: Injury Prevention, August 2010.***