



Protocol for the start and end of the school day

There are no laws around age or distance of walking to school. However, as a school we have a duty of care for the safety and well-being of our children and therefore we 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 the start and end of the school day, we have taken advice from the:

- **DfE that states:**
 - It is for each school to decide and enforce its own pupils' collection policy and request that parents/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 cannot judge the speed and distance of moving vehicles. They still need help crossing roads.

All Pupils

- Alternative permission and arrangements for children leaving the school at the end of the day will be confirmed in writing by the parent/carer.
- All children must be collected from after school clubs by an adult.
- 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.
- When pupils are being collected by a parent/carer/named adult, the person collecting must enter the school playground to ensure safe transition.
- If the person who normally picks a child up is not doing so, then a note/email should be sent to school to inform us of who is to pick up that day.
- Should arrangements change during the school day, the school should be notified by email before midday or a telephone call.
- 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.

Pupils in Early Years Foundation Stage (Reception) and KS1 (Years 1 and 2)

Our agreed school policy is that pupils in Foundation Stage or years 1 and 2 **should NOT 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 who are on the school data form **provided they are 16 years old or above, and depending on the age and number of children they are collecting.**

Pupils in Year 3 upwards

We would highly recommend that pupils in years 3 and 4 are still brought to and collected from school by an adult or older sibling. We also understand that there may be circumstances that prevent parents who work or who have appointments that make it difficult for parents to achieve this every day.

However, the primary driver in making such decisions is always the safety and well-being of our children. Where it is not possible for an adult to bring or collect a child in years 3 and 4, parents and carers may give consent for this duty to be carried out by an older sibling, providing:

- A parent/ carer judges them to be responsible enough to complete this task safely;
- The route to school is within a safe walking distance and the parent/carers judges the route safe;
- The parent/carers has notified us in writing or by email.
- The older sibling and the child are going straight home;
- The older sibling is responsible for no more than two children.

If your child is attending an extra-curricular activities, then we request that all children attending these sessions are collected by an adult on time. Failure to collect children punctually from these activities could lead to activities being withdrawn.

Pupils in Year 5 and Year 6

For pupils in Year 5 and Year 6, we believe that if children **live within walking distance to school and are able to walk a safe route** then you as parents need to decide whether your child is ready for the responsibility of walking to and from school alone. **If your child is attending an extra-curricular activities, then we request that all children attending these sessions are collected by an adult on time.** Failure to collect children punctually from these activities could lead to activities being withdrawn.

In deciding whether your child is ready to walk to school you should assess any risks associated with the route to school and assess your child's confidence. There are many ways you can prepare your child to make an independent journey. One way is to follow them a few times on their journey, so you know how safe and sensible they are.

When deciding whether your child is ready for the responsibility of walking to and/or from home you might want to consider the following:

1. Do you trust them to walk straight to school or straight home, using the agreed safe route?
2. Are there roads to cross on the route and how busy/safe are those roads?
3. Do you trust them to behave sensibly when with a friend or group of friends?
4. Are they road safety aware?
5. Would they know what to do if a stranger approaches them?
6. Would they know what to do if they needed help?
7. Do they understand about keeping themselves safe and not to make any dangerous choices, either by themselves or with a group of friends?

If you decide that your child is ready for this responsibility, the child's parent/carer must notify us in writing or by email.

Procedure that will be followed if any child is picked up by an impaired person

1. If the person picking up a child is, in the judgement of staff, impaired (under the influence of drugs or alcohol or does not have sufficient ratios of adults to children in place) and unable to adequately care for the child, staff will not release the child(ren) to that person.
2. The child will be taken to the school office and the Head teacher or another member of staff will call a parent/carer/relative or friend to come and collect the child and if necessary other adult.
3. If no contact can be made, the local authority will be contacted for advice.

Please now complete the form **Protocol for the start and end of the school day – September 2025** to confirm that you have read and understood the guidelines, systems and reasonable precautions set out in this '**Protocol for the start and end of the school day.**'

Please use this link to complete the form: <https://forms.office.com/e/gfGMaAHFLu>