Shardlow Primary School

Aspire Achieve Thrive

Safeguarding Children Before and After School Policy

Approved by:	Local Governing Body
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ACADEMY TRUST

Version Control

Version	Date	Author	Changes
V2	March 2021	M Davies	None made.
V2.1	November 2022	K Magner	Updated section 2- changed criteria from age to year group as minimum Included acknowledgement that school cannot give permission for walking *to* school.
V2.2	Dec 2024	K Magner	Updated walk to/from school alone documents to reflect NSPCC Home or Out Alone document and guidance. Amended section 8- after school club activities to include what to do if a club is cancelled or finishes early.

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1. Introduction

1.1 This policy has been designed as part of the school's wider safeguarding responsibilities and covers the dropping off and collection of children to and from the school site.

1.2 Who should read this policy?
This policy forms part of the school's Child Protection and Safeguarding Procedures and should also be read by the Headteacher, Designated Safeguarding Leads, teaching staff, students, volunteers, office support staff, cleaning/caretaking support staff, external providers (including before/after school club staff) and parents.

1.3 Other Relevant Policies/Guidance

- Shardlow Primary School Child Protection and Safeguarding Procedures
- Shardlow Primary School, Separated Parents Policy
- Shardlow Primary School, Combined Equalities Policy
- What to do if you are worried a child is being abused
- Working Together to Safeguard Children
- Keeping Children Safe in Education
- Safer Working Practice- Guidance for schools and colleges, Derbyshire Safeguarding Children's Board
- Information Sharing: Advice for Practitioners

2. Walking to/from school alone

The school has consulted with the NSPCC (Out Alone Guide, 2021) and DfE (Home to school travel and transport guidance, Jan 2024) guidance to help inform the decisions around when to allow pupils to walk to/from home/school alone.

- Pupils will not be permitted to walk from school to home alone before entering Year 5.

- If a child is being collected from school by someone under the age of 16 they must inform the school in advance and complete the relevant risk assessment and permission forms. Older pupils enrolled at the school will not be permitted to collect younger pupils (in year 5 or below).

- Where the school agrees that a parent has carefully considered the relevant factors (maturity, ability and the safety and distance of the route to school) in deciding to allow their child to walk to/from school alone written permission will be required (see Appendix 1) .

- The school acknowledges that it is the parent/carers decision on whether to allow their child to walk to school alone. The school will however consult with parents on this and advise if they have concerns regarding a child's safety or wellbeing.

- Where the school agrees that a parent has carefully considered the relevant factors (the maturity of the child collecting/being collected, the length and nature of the journey

home and the behaviour and relationship of the children collecting/being collected) in deciding to allow their child to be taken home by an older sibling and or nominated person, then written permission, names and contact details of this person will be required (see Appendix 2).

2. If parents/carers are late to collect their child

In the event of lateness for collection the school will attempt to:

- Contact the parent/carers on the telephone numbers or email addresses they have provided
- Call emergency contacts if parents cannot be reached, so an authorised adult can come and collect the child
- Keep records of late collections
- In the event of frequent late collections, send home a letter to parents advising that frequent late collections may result in the school contacting children's social care if they are concerned about the welfare of a child.
- If the parent/carers or authorised people cannot collect the child and someone else will be coming instead, the parents need to notify the school as soon as possible.
- Where the school is not familiar with the individual who has been authorized to collect a child, the parent will need to provide a password.

4. If parents/carers fail to collect their child

Before completing the below procedures the school will make every effort to contact the parents/ carers and authorised person(s) whose details have been supplied to the school.
If a child has not been collected by 5:30pm, without prior contact or explanations, a relevant member of staff will contact the Designated Safeguarding Lead(s) who will begin Child Protection procedures and contact social care via the procedures outlined in the Shardlow Primary School Child Protection and Safeguarding Policy.
While the child remains uncollected they will stay at school in the care of two fully vetted members of staff (one should preferably be the designated safeguarding lead or deputy). Where there is not a designated safeguarding lead on site, they are expected to return to the site as soon as possible.
Staff will not take the child home with them, transport them home or go in search of parents/carers.
A full written report of the incident will be recorded using the school's safeguarding recording procedures.

5. What will happen if parents/carers appear unable to offer safe care of their child?

Where the staff are worried that the adult collecting a child is under the influence of alcohol or drugs, or their behaviour otherwise suggests that they may not be in a fit state to safely look after their child, the school will:

- contact another family member to collect the child
- record the incident as a potential safeguarding concern.

Repeated instances of an adult appearing unfit to provide safe care should be discussed with the Designated Safeguarding Lead(s) who will seek advice on whether or not a referral needs to be made. Schools do not have the legal authority to keep a child on the premises against a parent/carer's will. If the school has immediate concerns about a child's welfare and the parent/carer insists on taking the child, then the school will contact the police. In such cases the school will also make a safeguarding referral to children's social care. A full written report of the incident will be recorded.

6. If someone else tries to collect the child

Shardlow Primary School will not release children to any other person without first speaking to the authorised parents/carers. If a parent/relative arrives to collect child/children, who does not have legal custody of the child, then the school will contact the child's legal guardian.

7. If a child says they do not want to go home

If a child discloses that they do not want to go home because of reasons and or disclosures which raise concern regarding their safe and or well-being, then the school's safeguarding procedures will be followed.

8. After school activities

The same procedures for dropping off and collecting pupils should apply to after-school clubs on the school premises.
After school club leaders should be briefed on the procedures set out in this policy.
Should a club be cancelled or finish early pupils who walk home alone should not leave site until the clubs usual end time, unless contact has been made with a parent/carer in advance.

Appendix 1

Permission for Child to Walk Home Alone

Child's Name			
Year Group			

I/we am/are writing to provide permission for my/our child to walk to and from school alone. ☐

I/we can confirm that my/our child is in Year 5 or above. ☐

I/we can confirm that I/we have read and understood the Shardlow Primary School Safeguarding Children Before and After School Policy (please tick) ☐

I/we can confirm that I/we have considered the following (please tick):

Maturity	
Ability	
Safety	
Distance of the route to school	
Considerations identified in the NPSCC Home or Out Alone booklet	

I can confirm that my child knows the following;

Their full name	
Their address	
Two trusted adults phone numbers	
How to cross the road safely	
What to do if a stranger approaches them	
What to do if they get hurt	

Parent 1 Signature:_____ Date: _____

Parent 2 Signature: _____ Date: _____
(where legal responsibility for the child is shared)

DSL Declaration

I have spoken to the parent(s) and am happy with this arrangement. ☐

I have spoken to the parent(s) and am not happy with this arrangement because

_____
(*Where the DSL is not happy with the arrangement this should be logged as a concern using the school's safeguarding procedures.)

DSL Name (print)_____Signed_____Date: _____

Appendix 2

Permission for Child to be accompanied by a nominated individual

Child's Name	
Year Group	
Age	

I/we am/are writing to provide permission for my/our child to be accompanied by:

Name of accompany individual

_____

Relationship to child:

_____

I/we can confirm that the accompanying individual is over 14 years of age. ☐

Age of accompanying individual

_____

I/we can confirm that I/we have read and understood the Shardlow Primary School Safeguarding Children Before and After School Policy (please tick) ☐

I/we can confirm that I/we have considered the following (please tick):

The maturity of the child collecting	
The maturity of the child being collected	
The length and nature of the journey home	
The behaviour and relationship of the children collecting	
The behaviour and relationship of the children being collected	

Parent 1 Signature:_____ Date: _____

Parent 2 Signature: _____ Date: _____
(where legal responsibility for the child is shared)

Continued overleaf...

DSL Declaration

I have spoken to the parent(s) and am happy with this arrangement. ☐

I have spoken to the parent(s) and am not happy with this arrangement because

_____
(*Where the DSL is not happy with the arrangement this should be logged as a concern using the school's safeguarding procedures.)

DSL Name (print):_____Signed:_____

Date: _____