



## **Heavers Farm and Selsdon Primary Schools**

### **Drop Off and Collection Policy 2018**

This policy should be read and applied in conjunction with existing safeguarding and behaviour policies in the school, in line with *Safeguarding Children and Safer Recruitment in Education, DfES 2007*; *Working Together to Safeguard Children, HM Government 2010*; and *Keeping Children Safe in Education, April 2014*.

References to parents in this policy refer to a parent, carer or legal guardian.

This policy relates to situations where:

- Parents/carers wish the child to travel to/from school independently
- Parents/carers wish to provide drop off/collection by an older sibling/family member

Our school prefers that all children be dropped off and collected every day by a responsible adult.

#### **Pupil travelling to/from school independently**

The most important factor to consider about suitability of a child travelling to/from school alone is any risk to the child. There is no set legal age that children can travel to and from school independently or be left on their own. It is an offence to leave a child alone if it places them at risk and therefore schools have a continual obligation to take action if they believe this is the case.

When considering whether it is suitable for a particular child to travel to/from school independently, we take into account, among other factors, the following:

- The maturity of the child
- The length and nature of the journey home
- The behaviour of the child

Please note, we will not allow any children in Year 2 or below to travel to/from school alone, under any circumstances.

If parents/carers wish to let their child travel to/from school independently, then they must assess the risks associated with the school route and their own child's confidence, behaviour and maturity. The parent/carer should meet with the school or have a telephone conversation to discuss the school's view, in most cases this would be with the child's class teacher. In some circumstances the school might identify



alternative options to a child travelling to/from school independently, e.g. another parent taking the child home. If the school is in agreement for the child to make their own way home, the school will ask the parent to fill out a travelling to/from school agreement (attached at the end of this document), ensuring that this is reviewed regularly.

Parents should work with their children to build up their independence while travelling to and from school together, through route finding, road safety skills and general awareness. The responsibility for their child's safety rests with parents/carers who choose for them to travel independently to/from school.

We advise that parents ensure that their child knows their own home phone number and other emergency contacts and either has a mobile or money for a pay phone should they need to call home in an emergency. Some mobile phones have a GPS tracking system and having an emergency ICE (In Case of Emergency) number in the contacts is recommended. Please note that if your child brings in a mobile phone to school, you will need to sign a mobile phone agreement.

Further to the above, there must be somebody at home to meet the child on their arrival. It is not sufficient to provide a child with keys to the home and leave them home alone. If we believe that there is no suitable person at home to supervise the child, we will contact the parent/carer and ask for the child to be collected. If we believe a child is regularly being left at home alone, or without adequate supervision, we will make a referral to Croydon Social Care.

All children travelling home alone must be capable of arriving home within 30 minutes of the end of the school day, which is 3:05pm. Journeys over 30 minutes are not considered appropriate for children to travel alone. If any child does not arrive home by 3.35pm, the parent/carer should immediately notify the school, so that we can take the appropriate action to locate the child and ensure their safety. If any child does not arrive home within the agreed timeframe and direct contact with the child has not been established by either school or the parent/carer, the school will instigate the missing person's procedure in conjunction with the relevant authorities.

### **Drop off/collection by an older sibling/family member**

We will not allow any child to be dropped off to or collected from school by anybody under the age of 16 years old. Therefore, we will not allow any older siblings/family members who are pupils in our school to collect other children from school.



There is no minimum age set in law when a young person is allowed to remain in charge of another child, but it is an offence to leave a child alone if it places them at risk, and this can include in the care of an older sibling if the level of supervision is “likely to cause unnecessary suffering or injury to health” (Children and Young Persons Act, 1933). Parents/carers are therefore responsible for anything that should go wrong in their absence.

If parents wish older siblings/family members to drop off/collect younger children from school they must ensure that this sibling/family member is over the age of 16, as above, as well as ensuring that they are suitably mature to provide a sufficient level of supervision. If the school has any concern that older siblings are not competent to take younger siblings to and from school or there are concerns about any child’s safety or welfare due to these arrangements, this will be raised with the parent (ideally in advance of collection) and if alternative arrangements are not made, a safeguarding referral will be made to Croydon Social Care where necessary.



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### **Consent for child to travel to/from school alone**

I confirm that \_\_\_\_\_ who is in \_\_\_\_\_ class  
may travel to/from school alone.

I confirm that I have read and understood the school's *Drop Off and Collection Policy*,  
and understand that allowing my child to travel home alone is at the school's  
discretion.

Signed: \_\_\_\_\_ (parent/carer) Date: \_\_\_\_\_

Agreement by member of staff in school:

Signed: \_\_\_\_\_ (class teacher) Date: \_\_\_\_\_

I understand the school may revoke this consent at any time if any of the relevant  
circumstances change.

*Please return to the class teacher*