

CHILDREN TRAVELLING TO AND FROM SCHOOL ALONE

POLICY AND PROCEDURES

Date Adopted:	October 2019
Prepared by:	Local Authority
Approved by:	Head Teacher
Next Review:	October 2022

1. Introduction

- 1.1 This policy is based on Local Authority advice. It has been adopted to support the welfare and safety of the children attending Sandringham Primary School.

2. Policy

- 2.1 The school recommends that parents/carers ensure that children take the safest route possible when travelling between home and school, and that they are accompanied at all times by a responsible adult.
- 2.2 The school will not usually agree to pupils below Year 5 travelling to or leaving school by themselves. Applications for variations to the school's policy should be made in writing to the headteacher and will be considered on a case by case basis.
- 2.3 The school will not usually agree to the collection of children by those who are under 16, including siblings. Applications for variations to the school's policy should be made in writing to the headteacher and will be considered on a case by case basis.
- 2.4 During Years 5 and 6, parents/carers may decide that their child is capable of travelling to and from school independently or with an older child; in doing so, parents/carers make the informed decision that they are responsible for their child's safety, even if they are not physically present. School will usually agree with such decisions.
- 2.5 Where the school has concerns about the pupil's ability to travel alone or with an older child, we may withdraw our agreement for the pupil to travel without the supervision of an appropriate adult. We will raise these concerns with a parent/carer and if unresolved, we will follow our *Uncollected Children Policy*.

3. Procedures

Information about Travel Arrangements

- 3.1 Upon admission to the school and at the start of each year, we will gather information about how pupils travel to and from school, including the details of those who are permitted to travel alone. Parents/carers are asked to inform the school if these details change. The school will maintain a register of children who travel alone.
- 3.2 Where parents have requested and the school has agreed to pupils travelling alone or with an older child, it is the responsibility of the parent/carer to assess the route so that they are confident that their child has the ability to travel without adult supervision.
- 3.3 The school's consideration of parents' requests will include the child's age, maturity, any special educational needs, their safety awareness, and the distance and route of travel.
- 3.4 If it has been agreed by parents/carers and the school that a child may travel independently, the school recommends that parents/carers ensure that their child:
 - follows a route which avoids crossing busy main roads or walking through secluded areas;
 - is fully aware of stranger danger and how to report any concerns to an appropriate adult;
 - knows their own home phone number and other emergency contacts;

- has either a mobile phone 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 contacts is recommended; and
- will be met at home by a parent, carer or appropriate adult, as school will be unaware of a pupil's safe arrival home.

3.5 Where pupils cycle between home and school, it is advised that parents/carers ensure their child is fully conversant with road safety, the bike is road worthy and appropriate safety gear is used.

Beginning of Day Arrangements

- 3.6 It is the responsibility of parents/carers to ensure that their child arrives safely and promptly to school each morning. In accordance with our attendance policy, it is the responsibility of parents/carers to inform school if their child is unable to attend for any reason.
- 3.7 The school will check that every child has arrived at school safely. As the responsible body receiving children from home at the start of the day, the school will ensure that morning registrations are taken in each class.
- 3.8 If a child is found to be absent and no prior notice of such absence has been received from the child's parent/carer, the school will contact the parent/carer to ascertain the reason for absence or highlight that a child has not attended morning registration. Where it is known that children are travelling alone and they do not arrive at school, we will contact parents/carers within 1 hour of their agreed arrival time.
- 3.9 If it is confirmed that a child has left home with the intention of walking/cycling to school but has not arrived and therefore an issue of a missing child is noted, the school will contact the police immediately. The school's designated safeguarding lead will then be informed and our *Children Missing Policy* will be followed.

End of Day Arrangements

- 3.10 The school will ensure that every child is safely collected by a parent, carer or designated adult at the end of the school day or after the child's attendance at an after school club, unless parents/carers have made alternative arrangements which have been agreed by the school.
- 3.11 If a child has left the school to walk home but does not arrive home when expected and direct contact with the child has not been established, the parent/carer should contact the school in the first instance to seek clarification from the responsible adult who dismissed their child as to the time they left school. However the school may not be contactable after the end of the school day and parents/carers are responsible for notifying the police.