



## End of the Day Arrangements Policy

Bakewell Methodist Academy  
2024

<b>Document name</b>	End of Day Arrangements
<b>Document owner</b>	Bakewell Methodist Academy LAB
<b>Authors</b>	Sarah Owens
<b>Date approved</b>	February 2024 FGB
<b>Current document</b>	Version 1
<b>Review date</b>	Feb 2027

Bakewell Methodist Junior School has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they depart at the end of the school day. The purpose of this policy is to ensure that safeguarding procedures for the collection of children are robust, communicated well to parents/carers and adhered to by staff. This policy has been agreed by staff and governors and will be reviewed annually.

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. In setting our protocol for collecting children, we have taken advice and guidance which states that it is for each school to decide and enforce its own pupil collection policy.

### Year 3,4 and 5

While there is no set age at which children are ready to walk to school or home on their own, we believe that pupils in year 3, 4 and 5 should be still brought to and collected from school and this is our school policy. We will only dismiss pupils in these year groups to named individuals who are 16 or over.

The only exception to this is that in the summer term of Year 5 children are allowed to walk home unaccompanied, under the same provisions as those set out below for children in Year 6.

### Children in Y6

Parents/carers of children in year 6 (and Y5 children in the summer term) will be able to request permission from the headteacher for their child to walk home alone. However, school reserves the right to refuse this request if we feel that a child is unable to do this safely. We will use guidance from the NSPCC to inform our decision. Y6 pupils will need to be collected from all after-school activities.

Guidance for parents to help them decide whether children are able to walk home alone can be found here. There is also link to this on our website.

[Home alone or out alone guide | NSPCC Learning](#)

#### Other approved adults

If parents/carers are unable to come themselves, they must arrange for another responsible adult to collect their child(ren). This adult must be one of the adults listed on the approved additional adults list. If a child is to be collected by someone else (e.g. for a play date) notification must always come from the parent/carer.

#### After- School Activities and Wrap-Around Care.

Children attending after school activities and wrap around care will only be released to named adults who are 16 or over. Children will not be allowed to walk home unaccompanied.

#### Before School

Arrangements for the beginning of the school day remain unchanged- children may arrive at school from 8.30am- but we advise parents/carers to read the NSPCC guidance to decide whether children can walk to school.

#### Uncollected children

Children will only be released to parents/carers or other approved adults. If no one arrives to collect a child, Social Care will be alerted, and a member of staff will wait at school until an approved person, or a social worker arrives. Members of staff may not make other arrangements for the care of the child and must alert the DSL.

#### Collection points

At 3.30pm children will be brought to the school gate on Stoney Close and handed over to parents/carers, where parents are welcome to wait. Parents/carers arriving in cars and needing to park on Stoney Close should do so before the turning to Yeld Close.

After School activities end at 4.30pm and children will be released from the front door, where parents should wait. Parents/carers collecting from wrap around care, should phone the mobile number and wait at the front door.

**Appendices****Forms for parents/carers**

## Appendix 1

**Additional adult(s) allowed to collect my child**

**Please complete this form with all the details required. Your child will not be permitted to leave with an adult who is not on this list.**

Name of Child \_\_\_\_\_

Additional adults (16 and over) allowed to collect my child if I am unable to.

Name of adult	Relationship to child	Address	Telephone number

Name of Parent \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix 2  
Permission to walk home alone.**

Here are some useful tips to help you prepare your child for walking home alone. Go through the list with your child, treating each checked off item as another step towards them being safe and sound when you're not around.

- Does your child know...
- Their full name
  - Their address
  - Two trusted adults' phone numbers (include the home number, if you have one)
  - How to cross roads safely

Talk to your child early on about scenarios they might face on the way to and from school and how to stay safe. Ask them what they'd do and how they feel about them. Doing this will give you both peace of mind.

- When they're out alone, what if...
- A stranger tries to talk to them, or take them somewhere?
  - Someone they know tries to take them somewhere, without asking you?
  - Someone bullies them?
  - Someone offers them alcohol or drugs?
  - Someone asks them to do something they're not comfortable with?
  - They're stopped by the police?
  - Their phone battery dies? (if they have one)
  - They get hurt?

**I have considered the above information and believe my child is safe to walk home from school alone.**

**I understand that my child(ren) will need collecting from all after school club activities.**

Name of child: \_\_\_\_\_

Name of Parent \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_