



## Edison Primary School

### Pupil Dismissal

Date	Review Date	Coordinator	Nominated Governor
March 2023	March 2025	H Rupra	Suvir Rai

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Children and Young Persons Act 2008
- Equality Act 2010
- Education Act 2011

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2018)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children (DfE 2018)
- Home to School Travel and Transport Guidance: Statutory Guidance for Local Authorities (DfE)
- Transport for Young People: A Good Practice Guide (Community Transport Association)
- Travelling to School: A Good Practice Guide (Department for Transport)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We are aware that our responsibility of supervising pupils begins when they arrive at school. It is our duty that all parents are informed of the time that school starts and that children should not arrive until 8:35am when school personnel will be on duty. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

We acknowledge that there is no law prohibiting children coming to school on their own, but we strongly advise parents of children in the Reception, Y1,2,3,4,5 and 6 bring their children to school and to collect them at the end of the school day.

We ask all parents with children in Year 6 Key to think carefully before allowing their children to walk to and from school alone during the Summer term (April to July). Parents must sign the appropriate parent-school agreement before allowing their Year 6 child to do so.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and

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sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### Aims

- To advise parents of children in Reception, Y1,2,3,4,5 and 6 to bring their children to school and to collect them at the end of the school day.
- To advise parents with children in Year 6 to think carefully before allowing their children to walk to and from school alone in the Summer term April to July.
- To set out the clear guidelines on collect by older siblings.
- To ensure compliance with all relevant legislation connected to this policy.

### Pupils Reception Y1,2,3,4,5 and 6

There is no set age when children are ready to walk to school or home on their own. Our policy is that pupils in Reception, Y1,2,3,4,5 and 6 are to be accompanied or collected by parents.

Our agreed school policy is that no pupil in Reception, Y1,2,3,4,5 and 6 should 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, staff are to hand over pupils to named adults or older siblings aged 16. Siblings aged 16 and over can collect pupil/s who are in Year 1,2,3,4,5 and or 6. Pupils will not be handed over to other adults unless the school has been informed by the parent/ carer that they have made this arrangement. This arrangement must be communicated via email, letter or telephone.

Parents/ carers are requested to keep the school informed of any changes in arrangements, by letter/email or telephone. If no one turns up to collect a child, they will be kept in school and parents/ carers or named contacts on the emergency contact will be contacted. We will not allow older brothers or sisters in school to collect younger siblings.

Parents/ carers of Year 6 who wish their children to walk home unescorted by an adult, at the end of the school day (15: 45hrs) from April to July (Summer Term), must adhere to the following guidelines:

- .. Children must be in Year 6.
- .. It is the parent's/ carer's responsibility to check the route that their children may walk home in order that they may make an assessment of the appropriateness of the journey. Crossing of fast roads, walking through secluded areas are to be discouraged. A single route must be agreed.
- .. Parents/carers must be certain that children have an awareness and understanding of the green cross code and stranger danger. It is parent's/ carer's responsibility to ensure they are sufficiently happy that their child is capable of undertaking the proposed journey safely.
- .. During inclement weather, children must be dressed appropriately.
- .. Children should preferably walk in a group and not alone.

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- .. There must be someone at home to meet the child on their arrival.
- .. Any child must be capable of arriving home within 30 minutes of the end of the school day (16:15 hrs.). Journeys over 30 minutes are not considered appropriate for children to walk at this stage.
- .. If any child does not arrive home within the agreed timeframe, parents/ carers must immediately notify the school in order that appropriate action can be taken, which may include contacting the emergency services.

The school must be informed by parents/ carers completing a proforma if they wish their child to walk home, which is given to parents/ carers.

Pupils must also be always responsible for their behaviour; this includes before and after school. Should their behaviour not be acceptable they will be asked to be accompanied or collected by parents/ carers until they have proved they can be trusted again.

### Responsibility for the Policy and Procedure

### Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Pastoral Care.
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy.
- responsibility for ensuring full compliance with all statutory responsibilities.
- responsibility for ensuring that the school complies with all equality's legislation.
- responsibility for ensuring funding is in place to support this policy.
- make effective use of relevant research and information to improve this policy.
- responsibility for ensuring this policy and all policies is maintained and updated regularly.
- responsibility for ensuring all policies is made available to parents.
  - determining this policy with the Governing Body.
  - discussing improvements to this policy during the school year.
  - organising surveys to gauge the thoughts of all pupils.
  - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
  - visit the school regularly.
  - work closely with the Headteacher and the coordinator.
  - ensure this policy and other linked policies are up to date.
  - ensure that everyone connected with the school is aware of this policy.
  - attend training related to this policy.
  - report to the Governing Body every term.
  - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy.
- inform all new and prospective parents of this policy at introductory school meetings.
- Inform Year 6 parents that when they consider allowing their child(ren) to walk to school alone they should consider the following.
  - Safeguarding issues such as stranger danger
  - The confidence of their child
  - Trustworthiness
  - The risks associated with the route(s) that their child will take.
  - Road safety skills
- inform Year 6 parents that if they decide to allow their child to walk to and from school alone then they must sign the appropriate parent-school agreement giving permission for their child to walk home alone.
- ensure that at the end of the school day school personnel will ensure:
  - the safe exit of all pupils from the school site.
  - Reception, Y1,2,3,4,5 and 6 children must be collected by their parents or a named adult.
  - Reception, Y1,2,3,4,5 and 6 will not be allowed to walk home on their own.
  - Year 6 can walk home alone in the Summer Term April to July only if their parent/carer has signed the appropriate parent-school agreement giving permission for their child to walk home alone.
  - parents are contacted if children are not collected.
  - uncollected children remain in school until they are collected by their parent/carer or named person.
  - all pupils who travel by school bus or taxi are safely escorted to and handed over to the appropriate drivers and travel escorts.
- ensure risk assessments are:
  - in place and cover all aspects of this policy.
  - accurate and suitable.
  - easily available for all school personnel.
- work closely with the link governor and coordinator.
- provide leadership and vision in respect of equality.
- make effective use of relevant research and information to improve this policy.
- provide guidance, support and training to all staff.
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors.
- report to the Governing Body on the success and development of this policy.

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### Role of School Personnel

School personnel will:

- comply with all the afore mentioned aspects of this policy.
- be responsible for the general welfare of pupils in their class.
- establish and maintain good communications and contact with parents.
- report any concerns they have of a pupil to the Pastoral Care coordinator.
- implement the school's equalities policy and schemes.
- report and deal with all incidents of discrimination.
- attend appropriate training sessions on equality.
- report any concerns they have on any aspect of the school community.

### Role of Pupils

Pupils will be aware of the arrangements that their parents have made for them.

### Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy.
- work in partnership with the school.
- comply with this policy for the benefit of their children.

<b>Headteacher:</b>	A Dokal	<b>Date:</b>	March 23
<b>Chair of Governing Body:</b>	S Rai	<b>Date:</b>	March 23

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Dear Parents/Guardians,

### Year 6 Summer Term – Walking home alone

In preparation for transitioning children into year 7, you have the option to let your child walk home alone next term. This will start from Tuesday, **18th April 2023, until Thursday, 20th July 2023**. Your child will be dismissed with their peers between 3.35 pm – 3.45 pm every day except the last day of every term when they will be dismissed at 1.30 pm. On occasions when the school day surpasses 3.45 pm. e.g., for a trip, separate permission must be given by calling /emailing the office on the day of the trip. Year 6 children will **not** be allowed to pick up younger siblings.

Children can bring their mobile phones to use **only** outside the school premises if they must contact their parents.

**Please return your permission slips by Monday, 27th March 2023.**

### **MOBILE PHONE USE AGREEMENT and WALKING UNACCOMPANIED April 2023 - July 2023**

This agreement is for those parents/carers of children in Year 6 who wish to allow their child to bring their mobile phone to School and/or walk to/from School unaccompanied.

#### **MOBILE PHONES**

For safety, security, and/or emergency purposes, parents/carers may want to allow their child to bring their mobile phone to School. This policy details the conditions under which mobile phones are permitted to be brought to School by children in Year 6.

I give permission for my child to bring a mobile phone to School and agree to the following conditions:

- 1.** The phone will be turned off and out of sight before entering the school grounds and will not be switched on until the child is off the school grounds at the end of the day.
- 2.** My child will not use their phone on the school site at any time.
- 3.** My child will hand their phone to the school office/class teacher at the start of the school day and collect the end of the school day (staying off at all times)
- 4.** All important information from parents must still be communicated to the School Office by 3:15 pm to ensure your child receives the message. The phones will then be locked away until home time every day.
- 5.** Phones which are not collected by 4.20pm will be locked away overnight and will have to be collected the next school day.
- 6.** It is accepted that the School will not be held responsible for the loss, damage or theft of my child's phone.

The supervised use of mobile phones outside of School remains the responsibility of parents.

#### **CHILDREN WALKING UNACCOMPANIED**

If I am happy for my child to walk unaccompanied to/from School, I agree to the following conditions:

- 1.** Children walking unaccompanied will have the School's telephone number on their phone: 0208 873 3337 and the police non-emergency number 101.

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2. If for any reason my child cannot get hold of me, I have instructed my child they can ring or return to the School Office up until 4:15 pm.
3. Absences from School must be reported by 9:15 am to the School Office.

**I accept that if any of the above conditions are broken, the incident will be recorded and dealt with in line with the school behaviour policy and may result in exclusion or removal of your child's independence privileges, as above.**

**I will return the slip below to the School Office in advance of a phone being brought into School and/or before my child walks unaccompanied.**

### MOBILE PHONE USE AGREEMENT and WALKING UNACCOMPANIED

**April 2023 - July 2023**

Child's name	
Year group	
Class	
Child's mobile number (if bringing to school)	

Please circle your answer to the following questions:

My child has permission to bring a phone to school.	Yes/no
My child may leave the class independently at the end of the school day and I will ensure that they know where they are going e.g., after-school club or meeting a parent at an agreed location	Yes/no
My child may walk home unaccompanied at the end of an afterschool club	Yes/no
Signature of Parent/Carer	
Name of Parent/Carer	
Date	

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### Walk Home Alone Risk Assessment

RISK ASSESSMENT FOR: Walking Home Alone      Year 6

LIST HAZARDS HERE	LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	ACTUAL RISK RATING  Low /Medium /High
<ul style="list-style-type: none"> <li>• getting lost</li> <li>• danger from traffic</li> <li>• bullying</li> <li>• stranger danger</li> <li>• grooming</li> <li>• running into gangs</li> </ul>		<p>Parents/Carers of children from Year 6 are able to give consent for the child to walk home alone to and from school.</p> <p>School provides a consent form and parents must fill this in before their child is allowed to walk home alone.</p> <p>School has a list of children that are able to walk home alone. This is shared in the summer term with all staff.</p> <p>Parental responsibility to ensure their child knows the route, procedures to follow etc.</p> <p>Questions for parents to think about:</p>	<p>Stranger Danger discussions in school and at home</p> <p>Parent/Carer to speak to own child about dangers, route, procedures etc.</p>	<p>All high risk</p>

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		<ul style="list-style-type: none"> <li>• Have you, the parent/carer, considered the risk/s posed by leaving your child alone, walking to / from school or in the care of a sibling?</li> <li>• How old is / are the child/ren?</li> <li>• How mature is / are the child/ren?</li> <li>• What is their level of understanding / awareness about being unsupervised / walking to and from school?</li> <li>• Which route will your child take?</li> <li>• Which roads will your child have to cross?</li> <li>• How comfortable is / are the child/ren with the arrangements (this includes the younger child and the older child who is acting as 'carer').</li> <li>• Have you and your child practiced the route?</li> <li>• Where will the children be left? Is this a safe place?</li> <li>• How long, and how often, will the children be left?</li> <li>• Is the home environment safe and secure? Have you assessed the home environment / journey to or from school for risks?</li> <li>• Has the older child or 'carer' been involved in the risk assessment?</li> <li>• How far will the child/ren have to walk (if appropriate)?</li> <li>• How far away will you, the parent/carer, be? Will you be easily contactable?</li> <li>• Do any of the children (this includes the older sibling or 'carer') have additional needs – medical, emotional, behavioural, learning difficulties / disabilities? How will these be met in your (parent / carers) absence?</li> <li>• Does the child or sibling caring for another child know what to do in an emergency? Does the child know who they can contact in case of an emergency? Have instructions been</li> </ul>		
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		<p>left. E.g., in the case of a fire?</p> <ul style="list-style-type: none"><li>• What are the expectations for the child/ren during this time? For example, are they expected to cook for themselves etc.?</li><li>Does the child have knowledge about how to keep themselves and younger siblings safe e.g., road safety, not answering the door to strangers, cooking etc.?</li><li>• What is your child's level of knowledge when it comes to first aid?</li><li>• How well do the siblings get on? How will tension be managed in the absence of you; the parent / carer?</li><li>• Is your child clear about rules and boundaries of what they can and can't do while not in adult supervision? If looking after a younger sibling, do they have the confidence and authority to implement these rules consistently? What will they do if the younger children misbehave?</li></ul>		
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