



Hillcross Primary School

Collecting Children From School Policy

This policy and the procedures within it are important elements of our Safeguarding Procedures.

Mission, Vision and Culture

At Hillcross we nurture our children to think critically and creatively within a collaborative community.

Our outstanding practice ensures our children meet their full potential, both personally and academically, and provides opportunities for them to develop their unique talents and skills. As a nationally recognized Thinking School, we nurture an empathetic community of creative and critical thinkers. We achieve success for all through our dynamic and ambitious curriculum, inclusive learning, promoting fairness and celebrating diversity. Through our school culture of high aspiration, embracing challenge, acting with compassion, a shared responsibility and by showing respect for all, we aim to develop a resilient school community of compassionate global citizens.

Introduction

As part of our safeguarding procedures a child can only go home with those adults identified on Bromcom as a contact. **Children must be collected by someone over the age of 14 years.** If staff are unsure of a young person's age, they will ask for proof before sending the child home.

Making changes to the usual collection arrangements

If someone different is collecting, the class teacher/Copse Manager should be informed beforehand by the child's parent, preferably in writing. When informing the class teacher, parents should indicate if this is an on-going arrangement or a one off situation. If the arrangement is likely to be frequent, the information will be added to Bromcom so that all staff can be made aware of the arrangement.

- The class teacher/Copse Manager will be responsible for ensuring that they share this information if someone else will be sending the child home.

If someone different is collecting a child, and the teacher does not already know this person, staff will ask for a **password** as a way of being able to identify them. This information is collected as part of the admissions process and/or as part of the yearly annual data update/collection process.

- If a parent contacts the school during the day to inform that someone else is picking up the child, the member of staff who takes the message is responsible for requesting a password where one does not appear on Bromcom.

If the person collecting does not know the password, **we will not send a child home with another person without the school receiving at least verbal permission from a person with parental responsibility, even if we know the person (e.g an aunt or another parent).** In the event the parent/carer cannot be contacted the school will seek advice from Children's Social Care before making a final decision to send a child home.



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Please note, if a message is given to a member of the admin team during the school day, it may not be possible for the message to be given to the class teacher before it is time to go home. They will update this information on the Google Noticeboard and email the class teacher, but if the person dismissing has not had time to check these, they will bring the child and the person collecting them to the school office (once all the other children have been dismissed) for clarification of the arrangement before sending the child home. This is an important safeguarding action and parents/carers are asked to be patient in this circumstance.

Collection from School during School Hours

Parents/carers should ensure that routine appointments, e.g. to see the dentist or doctor, are made during the school holidays or after school. If your child needs to attend appointments during the school day, evidence of the appointment/s should be provided to the school office prior to the appointment day wherever possible so that this can be recorded.

If class teachers are shown evidence of an appointment they will ask the parent to also show a member of the admin team who will make a note on [Bromcom](#).

When coming to collect your child to attend an appointment, parents/carers who have not provided evidence beforehand will be asked for evidence to validate the reason for the child to be collected from school during the day. Evidence could include a hospital letter, an appointment card or a text confirmation/reminder. If no evidence can be provided parents/carers may be asked to speak to a member of the Senior Leadership Team.

Late Collection of children after school

When a child is collected late from school, it is distressing for them and unfair on the staff member who has their own personal or professional commitments disrupted.

- **School ends at 3.00pm for Reception-Year 6 children.**
- **After School Club sessions end at 5.00pm or 6.00pm**
- **Holiday Club ends at 4.30pm.**
- **Parents should refer to specific communications to ascertain when extra-curricular clubs, school committee meetings and other school events end.**
- If a child is not collected from school, an extra-curricular activity/school event or The Copse promptly and contact has not been made by the parent/guardian with a valid reason, we will charge the child's Bromcom account for childcare. **Parents will be charged £12.50 per half hour (or part thereof) for late collection of children.** Records are kept of the time a child is collected. Where necessary, these will be submitted as evidence for the EWO (Education Welfare Officer).
- As per Local Authority guidelines for schools where no after school child care provision is offered - after 1 hour if it has not been possible to contact a parent /carer/emergency contact, we will contact our Safer Neighbourhood Police Officer, or Mitcham Police Station.

Walking To and From School Unaccompanied

There is a growing trend for the older children in the school to walk home unaccompanied at the end of the school day or at the end of an after school club. While we as a school promote independence in our children, we are always mindful that safety and security should come first, particularly as the evenings start to get darker.

Only pupils in year 5 and 6 can go home on their own provided that both the family and school have no concerns about the child's ability to keep themselves safe and that the school receives permission in writing from the parent/carers. A web form can be completed by going to the Virtual Office on the school website and clicking 'Permission to Walk Home Unaccompanied Year 5 and Year 6' so that parents can request the Headteachers agreement for this to occur.



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Families who would like their child to walk home from The Copse at 5pm will be required to email info@hillcross.merton.sch.uk with their request. We will not dismiss any child on their own after 5pm.

Children will only be dismissed from The Copse, Extra-Curricular Clubs and Committee meetings without an adult in the first half of the Autumn Term and the Summer Term (in line with British Summer Time).

As part of our safeguarding procedures we have an up to date register of all children who have been given permission to walk home alone. This is kept up to date by the Attendance Officer who will ensure that teachers of children in years 5 and 6 have a class list with information about the arrangements for each child at the beginning of each term and inform class teachers of any in term changes. Class teachers are responsible for making any in term amendments. This should be displayed in the classroom in case a supply teacher/member of support staff is taking the class. A copy will also be kept in the main school office.

Parents should ensure that their child understands the Green Cross Code/Road Safety, is aware of stranger danger and clearly understands what action to take in case of an emergency. It is advised that children of primary age walking home alone go straight to an agreed residence and do not go home to an unsupervised dwelling.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. We are committed to treating all members of the school community fairly and challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any member of the school community and it helps to promote equality and accessibility at our school. The curriculum is planned to be inclusive and meet the needs and interests of a full range of learners. Activities and resources will be differentiated and adult support used to ensure that children access the curriculum and make the best possible progress.

Safeguarding Commitment

The school is committed to safeguarding and promoting the welfare of children, in line with the most recent version of Keeping Children Safe in Education, and expects all staff and volunteers to share this commitment. We take seriously our duty of care to our pupils and staff which includes safeguarding them from the risk of being drawn into terrorism - this includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. We work closely with social care, the police, health services and other services to promote the welfare of children and protect them from harm. Radicalisation is recognised as a specific safeguarding issue and is addressed in line with the Government Prevent Strategy and The Counter-Terrorism and Security Act 2015.

Privacy Policy

Hillcross school is committed to ensuring protection of all personal information that we hold. We recognise our obligations under the GDPR and Data Protection act 2018. Our practice is documented in our Data Protection Policy.

Monitoring and Evaluation

Written: July 2015

Approved by Staff/Parents/Pupils/Governors: Sep 2015

Reviewed: March 2019, January 2022, updated September 2024, April 2025

Date of next review: April 2028

Appendix A



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Permission to walk home unaccompanied for Year 5 & 6

Please click on the link below to access and complete the webform: <https://www.hillcross.merton.sch.uk/virtual-office/forms/permission-to-walk-home-year-5-and-6>