



THE
GREETLAND
ACADEMY

Collection and Walking Home Policy

Approved by:	Local Governing Board		
Responsible department:	SLT		
Last review date:	October 2025	Last reviewed by:	
Last updated:	October 2025	Last updated by:	H Crowther
Next review due :	October 2026		

Introduction

The Greetland Academy is committed to safeguarding the welfare of all children. This policy outlines the arrangements and expectations for the safe collection of children at the end of the school day or after school activities. It sets clear procedures to ensure children are collected safely and only by authorised individuals.

Principles

- Pupils will only be released into the care of a safe and responsible adult.
- Clear systems for communication between parents/carers and the Academy are essential.
- Pupils' independence will be supported in line with age, maturity, and parental wishes, with safeguarding always the priority.

Collection Arrangements

- **Standard collection:** All pupils must be collected by a parent/carer or another authorised adult aged **16 years or over**.
- **Walking home alone:** Only pupils in **Years 5 and 6** may walk home unaccompanied, and only with **written parental consent provided via Arbor**.
- **After school clubs:** Children must be collected promptly by an authorised adult unless written permission has been given for a Year 5 or 6 pupil to walk home alone.

Requirements for Collection

- The school must be notified in advance, via the office, if anyone other than the usual parent/carer is collecting a child.
- Collectors must be **16 or older**. Staff have the right to refuse to release a child if they are unsure of the collector's identity or age.
- The Academy cannot mediate between separated parents. Where parents disagree on collection arrangements, this must be resolved directly between them or via legal channels. The school will act only on the basis of the parent/carer with legal parental responsibility as recorded in school records, unless a court order directs otherwise.

Late Collection

- Pupils should be collected promptly at the end of the school day (KS1: 3.15pm, KS2: 3.30pm) or following after school activities.
- If a child has not been collected within **15 minutes**, they will be supervised by a member of staff and attempts will be made to contact parents/carers.
- Persistent late collection will be logged and may lead to a meeting with the Principal.
- If a child has not been collected after **30 minutes** and no contact has been made, the school may contact Children's Social Care in line with safeguarding procedures.

Guidance for Parents/Carers

When deciding whether your child is ready to walk home alone (Years 5 and 6 only), please consider:

- Is your child confident, sensible, and aware of road safety?
- Do they know what to do if approached by a stranger or if they feel unsafe?
- Do they have a mobile phone and know how to contact you or the school in an emergency?
- Is the route home safe, well-lit, and familiar to your child?

The decision to allow a child to walk home unaccompanied lies with parents/carers, and the school reserves the right to withdraw this option if safeguarding concerns arise.

Informing the School of Collection Arrangements

- Parents/carers must record permission for independent walking (Years 5 and 6 only) on **Arbor**.
- If someone different is collecting your child, you must notify the **school office** in advance.
- If you are going to be late, you must inform the school office as soon as possible.

Exceptional Circumstances

The Greetland Academy recognises that, on very rare occasions, exceptional circumstances may require families to request arrangements outside of this policy (for example, a child younger than Year 5 walking home alone).

Such requests will only be considered where they are linked to a reasonable adjustment under the Equality Act 2010, and where the Academy is satisfied that it is both safe and appropriate for the child.

Any decision will be made at the discretion of the Principal, following a risk assessment and consultation with parents/carers. The Academy reserves the right to refuse such requests where the child's welfare or safeguarding may be compromised.

Responsibilities Outside of School

Parents/carers are reminded that they remain responsible for their child's safety **once the child has left the school premises**.

Monitoring and Review

This policy will be reviewed annually, or sooner if required, to ensure compliance with safeguarding requirements and best practice.