



**St. Ethelbert's Catholic Primary School  
and Nursery**

**Collecting  
Children from  
school Policy**

Date of Policy Issue : September 2025

Name of Responsible Person: Mr S Marshall

Role of Responsible Person: Headteacher

Signature of Responsible Person : S Marshall

Signature of Headteacher .....

Signature of Chair of Governors .....

Date agreed:

Date to be reviewed: August 2026

Our vision for St Ethelbert's Catholic Primary School is to be 'a school with High Expectations for All, in the Light of Christ'. All pupils will be given every opportunity to achieve their potential and encouraged to learn about and develop their hidden talents in order to reach high levels of achievement. All members of our school community will be fully equipped to meet all pupils' needs through appropriate professional development. St Ethelbert's will be an outstanding school.

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*'Every child at St Ethelbert's is to fulfil their academic, social, behavioural and emotional potential in the surroundings of a Catholic community, and in which each individual shares or respects the Catholic church and Christian way of Life.'*

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## **Introduction**

As part of our safeguarding procedures a child can only go home with the usual person who collects the child. If someone different is collecting, the class teacher should be informed beforehand by the child's parent, via the school office. We will not send a child home with someone else even if they are known to the staff member/school unless this has been communicated to the school office first. The class teacher will be responsible for ensuring that they share this information if someone else will be sending the child home.

When informing the office, 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 SIMs so that all staff can be made aware of the arrangement.

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. 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 the password, if the person collecting is unknown to them.

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. In these circumstances, class teachers will bring the child and the person collecting them to the school office (once all the other children have been dismissed) for clarification of this before sending the child home.

**Children must be collected by someone over the age of 16 years.** If staff are unsure of a young person's age, they will ask for proof before sending the child home.

No child will be sent home with another person without the school receiving at least verbal permission from a person with parental responsibility. In the event the parent/carer cannot be contacted by 4pm, the school will seek advice from Children's Social Care before making a final decision to send a child home.

## 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. 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. Children must be signed out by a parent via the school Inventory system and signed back in again when/if they return to school.

## Walking Home from School Unaccompanied

Pupils in Year 6 are able 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.

Pupils in year 6 can go home on their own provided that both the school and family have no concerns about the child's ability to keep themselves safe and that the school receives permission in writing from the parent/carer. Letters are sent home at the start of each academic year (see appendix A) so that parents can request the Headteachers agreement for this to occur.

All children, including Year 6, who are still on school premises at 4.15pm, including those who are in after school clubs, school disco, trips etc., must be collected by a responsible adult over 16 years of age.

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 school office who will ensure that teacher of children in Year 6 has a class list with information about the arrangements for each child. This should be displayed in the classroom in case a supply teacher is taking the class. A copy will also be kept in the main school office.

Parents should ensure that their child understands 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 pupils 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 assess 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 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.



**ST ETHELBERT'S CATHOLIC PRIMARY SCHOOL AND NURSERY**

*HIGH EXPECTATIONS FOR ALL, IN THE LIGHT OF CHRIST*

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**PERMISSION TO WALK HOME – PERMISSION SLIP**

Please complete and return this form to the School Office if you would like your child to walk home alone from school. Please note:

- Only children in Year 6 will be permitted to walk home alone.
- Children attending After School Clubs must be collected by someone over the age of 16. They will not be allowed to walk home alone.
- Under no circumstances should a child return home to an empty house.
- School reserves the right to raise concerns with the relevant agencies if there is any reason to suspect child negligence.

**By completing and signing the below form you acknowledge that you are responsible for your child after they leave St Ethelbert's Catholic Primary School and Nursery.**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address they will be walking to: \_\_\_\_\_  
\_\_\_\_\_

How often will they be walking? \_\_\_\_\_

Name of responsible adult who will be at home: \_\_\_\_\_

Parents Full Name: \_\_\_\_\_

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the Headteacher:**

Request to Walk Home Approved:     Yes    No

Headteacher Signature: \_\_\_\_\_ Date Approved: \_\_\_\_\_

If not approved, please provide the reason:

\_\_\_\_\_  
\_\_\_\_\_



