****

**Policy on**

**Safe release of children.**

|  |  |  |
| --- | --- | --- |
| Date: | Review date: | Lead: |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Headteacher signed: | Date: | Chair of Governors | Date: |
|  |  | signed: |  |
|  |  |  |  |

**TO BE REVIEWED APRIL 2019**

**Children Leaving School Premises Unaccompanied/Alone**

**Introduction**

It is the parents/carers responsibility to ensure their child arrives at/is collected from school safely and promptly every school day. It is understood that parents/carers must ensure that their children are accompanied at all times by a responsible adult where possible.

At certain times, 6 parents/carers may decide that their child is capable of independently leaving school premises. If this is the case, parents/carers make the informed decision that they are responsible for their child’s safety, take full responsibility for the decision, even if they are not physically present.

It is advised that parents/carers ensure their child is fully conversant with road and child safety to ensure they keep themselves safe and are aware of Stranger Danger given current issues within the authority.



**The following guidelines set out Our Lady & St. Hubert’s advice, policy and procedures should parents/carers wish to allow their child to leave school independently.**

It is the responsibility of the parent/carer to assess the conditions in which children are allowed to leave school unaccompanied. They must also be responsible for assessing the chosen route by which a child leaves school and ensure they are confident their child has the ability to walk safely, even if their child is accompanied to school by a parent/carer. Crossing busy main roads and walking through secluded areas is discouraged.

It is also advised to the parents/carers that their child knows their own home phone number and other emergency contacts and either has a mobile or money for a pay phone should they need to call home in an emergency. Some mobile phones have a GPS tracking system and having an emergency ICE (In Case of Emergency) number in contacts is recommended.

Safeguarding is paramount and parents/carers need to ensure their child is fully aware of stranger danger and how to report any concerns to an appropriate adult.

Should a parent/carer wish to allow their child to leave school independently, parents/carers are asked to inform the school and the consent form is completed/updated so that a register can be compiled of key children to identify should a child not arrive at school/home or should there be a subsequent issue.

It is essential that written consent is provided by the parent/carer to authorise independent travel and release from the school.

The school may refuse a proposal if a child is not deemed able to leave school safely.

If the school has concerns about a particular child’s ability to travel safely or independently, permission may be refused.

There must always be an appropriate adult/parent/carer at home/the meeting point to meet the child on their arrival. Parents/carers need to be aware when leaving school independently, the school will not know if a child arrives home/at the agreed meeting point as planned. Hence the parent/carer needs to ensure adequate safety protocols are in place should an emergency/accident arise.

If the school feels the welfare and safety of the child is compromised the school may revoke the arrangement and will notify parents/carers accordingly.

It is recommended that ONLY children in Years 5 and 6 be allowed to leave school unaccompanied and only then if the parent/carer is confident that it is safe for them to do so. However individual cases will be discussed with parents/carers.

As the responsible body receiving children from home at the start of the day, and releasing them at the end, the school will ensure that registrations are maintained in each class.

A register of children who have permission to leave school unaccompanied after the school day will be kept by the school.

If a child has left the school unaccompanied but does not arrive home/meet at the meeting point when expected and direct contact with the child has not been established, the parent/carer should contact the school in the first instance to seek clarification from the responsible adult who dismissed their child as to the time they left school. However the school may not be contactable after home time and therefore it will be parents/carers responsibility to notify the police.

Cross Referenced Policies:

* Health and Safety
* Children Missing Procedures
* Collection – Uncollected School’s Policy
* Attendance Policy
* Child Missing Education Policy
* Safeguarding
* Behaviour and Rewards
* Walk home alone



Return to the school office

**CONFIRMATION/CONSENT THAT MY CHILD MAY LEAVE SCHOOL UNACCOMPANIED/ALONE**

I confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_who is in Year \_\_\_\_\_\_\_\_\_at Our Lady & St. Hubert’s may leave school with no parent present to collect.

I confirm that I have read and understood the school’s policy. In the event of an emergency please contact

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(PARENT/CARER)

Contact Number(s)

Or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name/Relationship to child) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Dated:

I will notify the school immediately of any changes to the emergency contact details.

I understand the school may revoke this consent if child safety is compromised.