



Every Child Matters

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Headteacher:

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Taking reasonable measures to safeguard children travelling on their own to and from school and notifying school of absences

This policy has been created to ensure the safety of children

1. Walking/Cycling to school

Parents take full and due responsibility and care to ensure that their child arrives safely at school each morning. Where children walk/cycle to school it is understood by the school that parents ensure that their child takes the safest route to school as is possible and that they are accompanied to school by a responsible adult.

Older children (Yr5/6) may walk/cycle to school independently of an adult where parents have made arrangements for them to do so. Parents therefore take an informed decision that they are responsible for their child's safety on their way to school even when they are not physically present.

Parents / carers are asked to inform the school if their child will be regularly walking/cycling to school alone so that a register can be compiled of key children to identify should they not arrive at school at the appropriate time in the morning.

As the responsible body receiving children from home at the start of the day, the school recognises a clear responsibility to contact parents if their child has not attended morning registration and no contact has been made by the parent to the school to inform the school of absence due to illness or any other reason.

The school will therefore ensure that registers are checked and will then make attempts to contact the parent/carer to ascertain a reason for absence or to highlight that a child has not attended registration.*

Contact will be sought with the parent/carer within 1 hour of registers being taken and an absence without reason being noted by classroom staff.

Where a child has left their parent with the intention of walking/cycling to school but has not arrived and the school has made contact with the parents/carer and an issue of a missing child is therefore noted, the school will immediately contact the police to report a missing child. The school's designated senior person for child protection will be immediately informed and safeguarding procedures for child protection will be followed.

Parents are responsible for informing the school immediately should their child be unwell or otherwise unable to attend school. This includes informing the school prior to taking their child for any early morning medical examination (e.g. doctors or dentist) which may cause their child to miss registration in the morning and arrive in the school later than 9.00 am (the time designated as the official close of registers).

To avoid unnecessary time being spent by the school in chasing up absent or missing children who have been taken on family holiday – parents must complete a voluntary absence request form in advance of their child taking time away from school.

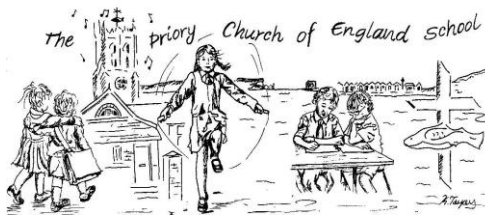
2. Walking/cycling home from school

1. It is the policy of the school to seek written clarification from parents/carers who wish their child to walk/cycle home alone at the end of the school day.
2. The school maintains a register of those known children whose parents have made the request that their child is dismissed by a member of staff at the end of the school day to walk/cycle home alone.
3. If a child has left the school to walk/cycle home alone but does not arrive home, the parent should contact the school in the first instance to seek clarification from the responsible adult (teacher or adult leading an after school club) as to when the child left the school site.
4. If the parent feels that the period of time has passed and their child has not arrived at home and this is unusual or causing concern the school recommends that the parent / carer calls the school to report their concern. The school can then offer assistance in using contacts to search for their child. It is then recommended that the police are informed if the child is not traced within half an hour of this action being taken or indeed as soon as the parent deems police involvement is necessary.

* The school in this context is a responsible adult – admin staff or teaching assistant.

A register of returned slips will be maintained by the school.

The Priory CE VA Primary School



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Person with parental responsibility to complete & return this reply slip to the Priory School.

Child's Name: (Class 5 / 6*) Date:

* Please delete as appropriate

- 1) I have read and understood the guidelines, systems and reasonable precautions set out in 'Taking reasonable measures to safeguard children walking/cycling to and from school' which is aimed at ensuring my child is safe.
- 2) I understand that the school requires me to inform them if my child is absent from school for any reason.
- 3) I understand that the school will endeavour to make contact with me on the morning of registered absence if my child is absent from school and no notice (phone call or letter) has been given to the school for that absence.
- 4) I understand that I must complete a 'Leave of absence' request form for all requested term time holiday leave prior to the said holiday being taken.

Signed: (Name print)

TRAVELLING ALONE TO AND FROM SCHOOL (2014-15)

Child's Name: Class

My child will be walking/cycling to school in the morning by themselves. **Yes** **No**

I understand that children are able to arrive at school from 8.40 am at which time they can go straight to their classroom. I have considered the dangers associated with children walking/cycling to school independently and accept that school cannot be responsible for the safety of children prior to the official opening time for the school in the morning.

I would like my child to walk/cycle home from school alone. **Yes** **No**

I have considered the dangers associated with children walking/cycling home alone from school and accept that school cannot be responsible for the safety of children once they have left the school grounds after school hours.

I have made arrangements for a responsible adult to be at home to receive my child and to be contactable in the event of an emergency.

Name of contact: Phone/Mobile number:
(should the school need to phone at the beginning of the school day)

Signed: (Name print):
(parent/carer)