

Non-Statutory

Arrivals, Departures and Walking Home Alone



Policy Date: January 2026

Agreed by: Headteacher

Signature

Date: 8th January
2026

**Policy
Review**

Date: January 2028

Previous

Policy Date: July 2023

Changes

Made: No Changes Made

Westfield - Sec

HALTON BOROUGH COUNCIL

Arrivals and Departures from School

This policy is part of the school's policies for safeguarding children.

Our school will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Arrivals

It is the responsibility of staff to ensure that an accurate record is kept of all children in school, and that any arrival or departure to and from the premises is recorded in the Office. Similarly, when a child arrives late, parents must report to the Office.

Records of daily registers are kept by the school for the recommended years by Local Authority.

Members of staff will be on duty at the main entrance gate during the opening times for arriving in the school, from 8.40am – 8.50am each day. Staff will open the class room door from 8.40am.

Teaching staff will be available in classrooms to greet the children and ensure a good start to the day. On arrival, a member of staff will record the child's attendance in the daily register, which closes at 8.55am, children arriving after the gates have closed MUST come into school via the front reception door and register with staff in the office.

Any children not accounted for by 9.30 am, office staff will endeavour to contact parents/carers to ensure the child is ill and unable to attend, ensuring parents and school know where children are at all times.

Looked After children [LAC] and children with Child Protection [CP] plans who are absent will be notified to the Head Teacher (or Assistant Headteacher in their absence) as a matter of priority. The parent/carer of children attending other schools for alternative provision will be asked to notify us if the child is going to be absent as well as informing the alternative provider.

The school will inform the attendance officer of any child who has unsatisfactory attendance [below 90%] and a pattern of non-attendance on certain days of the week.

Gates

The main pedestrian gates at the front and rear of the school will be locked at 8.50am.

At 3.10pm the main gates will be unlocked.

Departures

Teachers will escort their own class out of school every night and be on duty in the playground/outside reception until all their class are dismissed. All children not collected within 10 minutes are to be brought into school where it is safe and warm by the teacher or member of staff and taken to the reception desk.

All children are returned to the reception desk if the person collecting them is not at school.

If the children are to be collected by someone other than the parent/carer, this must be indicated to a member of staff before 2.45pm. The adult nominated to collect a child must be one of those

named by the parent. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

Permission and arrangements for children leaving the school at the end of the day will be confirmed in writing by the parent/carer. The school reserves the right to refuse permission for a child to walk home alone depending on the distance and concerns the school may have at that time.

All children must be collected from after school clubs by an adult unless written permission is given for the child to walk home.

No adult other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

If a child is to be collected before the end of the school day, the school is to be notified on the same morning. On arrival to school to collect the child the parent/carer will report to the office staff. The child will then be brought, by staff, to the reception to be taken home by the parent/carer. The pupils must be signed out of school.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If no one arrives to collect a child and the parent cannot be contacted within half an hour of the end of the school day, the school will contact Local Authority Safeguarding Team to inform them we have an uncollected child on the premises.

No children will be allowed to travel home unaccompanied in a hired vehicle/taxi.

Walking Home Alone

Parents of children who wish them to walk home unescorted by an adult, at the end of the school day (3.20pm), must adhere to the following guidelines;

- Parents must have registered with the school that they are prepared for their children to walk directly home from school at the end of the day. This can be done by completing the survey in the school spider app.
- Children must be in year 5 or 6.
- It is the parent's responsibility to check the route that their children may walk home in order that they may make an assessment of the appropriateness of the journey. Crossing of fast roads, walking through secluded areas is to be discouraged. A single route must be agreed.
- Parents must be certain that children have an awareness and understanding of the green cross code and stranger danger. It is parent's responsibility to ensure they are sufficiently happy that their child is capable of undertaking the proposed journey safely.
- During winter months and/or inclement weather, children must be dressed appropriately.
- Children should preferably walk in a group and not alone.
- Children should know their home phone number (plus one other emergency contact) and either have their own mobile phone or money for a phone box.
- We advise that there is someone at home to meet the child on their arrival.
- Any child must be capable of arriving home within 20 minutes of the end of the school day (3.20pm). Journeys over 20 minutes are not considered appropriate for children to walk at this stage.
- If any child does not arrive home within the agreed timeframe, parents must immediately notify the school in order that appropriate action can be taken.

- If any child does not arrive home within the agreed timeframe and direct contact with the child has not been established by either school or parents, school will instigate the missing person's procedure in conjunction with the relevant authorities.
- If the missing person procedure is initiated there must be a point of contact remaining at both the home and school location until further advised by the relevant authorities.
- If your child does arrive home after the missing person procedure has been instigated, immediate notification to the relevant authorities/emergency services must be made. This is to enable the missing person procedure to be stood down.
- Once the missing person procedure is initiated responsibility will pass to the relevant authority to further any enquiries. Both parents and school will be guided by them in order that a successful outcome is achieved.