Little Gregs Pre-School Club LG

SAFE COLLECTION OF CHILDREN POLICY

Our pupils' safety is of paramount importance. We endeavour to ensure clear and robust procedures for collection are in place, reviewed regularly and shared with staff, parents, carers and pupils.

Aim

Our aim is to ensure that every child is dismissed carefully, under strict supervision, on time. The aim of this policy is to ensure the safety of all children by making sure the responsibilities and expectations of all parties are clear when it comes to children leaving the Club LG.

We inform parents and carers of our procedures so if they are unavoidably delayed, they will be aware of procedures being followed. In the event that a child is not collected by an authorised adult, we will ensure the situation is resolved as quickly as possible, to cause as little distress as possible to the child.

The Authorised Adult

The authorised adult must be a responsible person aged sixteen years or over. The person may be:

- A parent or carer
- A family member
- A child minder
- Someone over the age of sixteen who has the parent/carer's permission to collect the child from Club LG.

Safe Collection

Any unknown person collecting a child will be challenged by staff and permissions checked with parents or carers. We will also check that children are happy to be handed over to these individuals and that they are known to them. A child will not be dismissed to an unauthorised adult without the parent or carer's permission.

Responsibility

Once a child has been handed over to a responsible adult, they are no longer the responsibility of the Club LG. We ask parents and carers to remain vigilant after collecting their child, to ensure they leave the school premises safely.

Parents are responsible for ensuring that their children do not access or use any areas of the school site that are prohibited. This includes playing on any of the outdoor playground equipment. This equipment is only permitted to be used by pupils, of the correct age, during the school day / after school club and under appropriate supervision.

For all pupils' safety, nobody should use bikes or scooters on the school site.

When Children Are Not Collected

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact Club LG as soon as possible to notify us that you may be late. If we receive no such message, the procedure of The Uncollected Children Policy will be followed.

Walking Home Unaccompanied

Pupils in Year Six may walk home unaccompanied, with parental permission. Parents must ensure that they have completed the consent slip before their child is able to do this (see Appendix One).

Guidance: Children walking to and from Club LG alone

There are no laws around a legal age for walking to and from school alone. A families guide to the law states:

"There is no law prohibiting children from being out on their own at any age. It is a matter of judgment of parents to decide when children can play out on their own, walk to the shops or school."

However, as breakfast and after school club we are responsible for the welfare of our pupils, and therefore, must consider what we believe is good practice to ensure the safety of all children.

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Pupils in Year Six

As mentioned above, there is no set age when children are ready to walk to home on their own. It very much depends upon their maturity and confidence. Therefore, we believe that you, as parents, needs to decide whether your child is ready for this responsibility.

When deciding whether your child is ready to walk home, you should:

- Assess any risk associated with the route and your child's confidence
- Work with your children to build up their independence while walking home through route finding, road safety skills and general awareness.

When deciding whether your child is ready for this responsibility, you should consider the following:

- Do you trust them to walk straight home in sensible manner?
- Are they road safety aware?
- Would they know what to do if a stranger approached them?
- Would they know what to do if they needed help?

It is important to note that if you give permission for your child to walk home from Club LG alone, as soon as they walk out of the school gates, they remain your responsibility whilst they are not in Club LG.

If you decide that your child is ready to walk to / from the Club LG alone then you must inform the Club LG by completing the slip below. Your child will be prevented from walking home unless permission has been given, using the permission slip below.

This policy was adapted by: Club LG	Date: 9th October 2026
To be reviewed: 9th October 2028	Signed: R. Barys

Little Gregs Pre-School Club LG

Appendix One

Permission Slip: Walking To/From Club LG Alone

Only a person with parental responsibility is permitted to complete this slip.

Name of Child		**Year Group**	

I wish to inform you that my child will be walking to/from Club LG on regular basis.

I understand that when my child is walking to/from Club LG, they are my responsibility.

Parent's Name	
Parent's Signature	
Date	

Club LG Assistant Manager Signature	
Date	