



Wakefield Grammar School Foundation

Document Reference	WGSF Pupil Supervision Policy (inc. EYFS and non collection of children)
Version Number	V1.00
Author / Lead / Job Title	Emma Gill, Head of Preparatory Section
Consultation	Sam Rowley, Director of Pupils (Preparatory) James Harris, Director of Pupils (Senior)
Checker Person Name / Title Quality Assurance	Penny Plumpton, Safeguarding Governor
Name of Approver / Committee Date Approved	Board of Governors 27.11.2025
Date of Next Review (Annual)	November 2026

CHANGE RECORD - REVIEW PERIOD ANNUALLY

Version	Date	Change details
V1.00	Nov 2025	New policy written (amalgamated the WGSF Pre-Prep Arrivals and Departures Policy; the WGSF Before and After School Care Policy; and the individual schools' Pupil Supervision policies to make 1 Foundation policy).

To be published on the following:

Staff shared	X	School website	X
---------------------	----------	-----------------------	----------

WGSF Pupil Supervision Policy (inc. EYFS)

1. Introduction

The Wakefield Grammar School Foundation (WGSF) “the Foundation” is fully committed to ensuring the safety and supervision of all pupils throughout the school day and at all other times when pupils are under the care of the school, both on and off the school site. The level of supervision required will depend on the number and age of the pupils, the location and the nature of the lesson/activity.

This policy is part of the Foundation’s safeguarding procedures. Every employee has a part to play in the supervision of pupils when they are on Foundation premises throughout the school day. This policy has regard to Part 3 (Welfare, Health and Safety of children), Paragraph 14 (Supervision) of the Independent School Standards Regulations.

This policy will apply unless court proceedings dictate a different process needs to be followed for an individual pupil. If this is the case, please contact the Executive Head or Preparatory Head. ‘Parent’ refers to all those adults with parental responsibility for a child.

The Foundation will give a warm and friendly welcome to each pupil on arrival and ensure that they depart safely at the end of each session. The same level of care and supervision given to pupils during the school day is afforded to them before school and after school, should they need it.

1.2 Links to other relevant policies:

- [WGSF Safeguarding and Child Protection Policy](#)
- [WGSF Missing Child Policy](#)
- [WGSF Attendance Management Policy](#)
- [WGSF Behaviour Management Policy](#)
- [WGSF Health and Safety Policy](#)
- [WGSF First Aid and Medical Information Policy and Procedures](#)

2. Arrivals / Before School Care

2.1 WGPPS

Before School Care provides the opportunity for pupils (EYFS - Year 2) to be dropped off at school and supervised from 7.45am (before the start of the school day) on the playground or in the hall by Teaching Assistants (this is a paid provision). Pupils will be signed in by a member of staff at WGPPS if attending Early Morning Care.

The School opens at 8.30am for all children attending school. Children may not enter the school before this time unless they are participating in an activity organised and supervised by a member of staff. A member of duty staff remains at the school door and guides children into school. A member of the Senior Leadership Team is on the school door to welcome children into school.

Children may enter the school site using gates on Margaret Street.

Parents may contact the Receptionist or come into school to speak to the Receptionist between 8am and 8.45am.

During registration time and assembly time the office greets any late children and takes them to their correct class or takes them into Assembly once verifying the reason for lateness.

2.2 WGHS

Doors open from 7.45am, Monday to Friday term time for KS2 (Years 3-6), for Senior Section pupils doors open at 8am. Pupils in WGHS Junior Section (Years 3-6) are supervised in St John's House hall or on the St John's playground while Senior Section pupils are welcome into school.

2.3 QEGS

Doors open from 7.45am Monday to Friday term time. The main Junior Section playground is fully supervised from 8.00am (for pupils in Years 3-6) before pupils join their classes at 8.45am for the start of the school day. In bad weather the Junior Section Hall is used as a substitute for the playground. The pupils are supervised with assistance from prefects and other duty staff on call.

Pupils in the QEGS Senior Section generally arrive at school in time to meet up with friends in the yard. Pupils must then remain on the yard until registration when they should go to their form rooms. Year 11 and Sixth Form pupils are allowed into their respective common areas from 8.00am.

2.4. Entrance Gates

The main (playground) entrance gates in each school will be locked at 8.45am. If a child arrives late (after this time), they must enter via:

- WGPPS - the pedestrian gate using the intercom to gain access and then make their way to the Junior Section/Pre-Prep office.
- WGHS Junior Section - the St. John's Playground gate using the intercom to gain access.
- QEGS Junior Section - the main pedestrian gate (by the Estates Office) at the front of the school.

3. **During the School Day**

3.1 Registration including arriving late or being absent

All pupils are registered twice a day, once in the morning and once in the afternoon. If pupils are late arriving to school, they should sign in at the School Office before attending their registration period assembly or joining their classes as appropriate.

If a child is not attending school, parents must contact the School Office EVERY DAY their child is absent prior to 8.45am (unless they have already clarified arrangements with the office, e.g. a hospital admission) so that our absence records are accurate. Office staff will contact parents to clarify the reason for absence and why they are unable to attend.

If a pupil is absent without explanation, their parents will be contacted to ascertain the reason for their absence. If the school is unable to contact the missing pupil's parents, the procedures in the [WGSF Attendance Management policy](#) will be followed.

3.2 In lessons and moving around school

Pupils should not be left unattended in classrooms.

- Pupils are not normally permitted to leave lessons on their own, except briefly and for good reason.
- Pupils are allowed to leave during lessons to use the toilets, but they are encouraged to wait for the end of the lesson.
- If a pupil needs to see the School Nurse or receive First Aid from the School Office, the pupil will make their own way to the Nurse's Office/School Office, or if deemed necessary, the

supervising teacher will arrange for them to be escorted by another pupil.

- In certain medical situations pupils may be allowed to leave the classroom at will; staff are made aware of particular arrangements in relation to individual pupils.
- In the case of an emergency, staff should email or telephone the School Office, and/or (in the Junior and Senior Sections) send a pupil to the office or neighbouring classroom to seek help if the staff member is alone with a class.
- Pupils having to remain inside at break times (perhaps due to injury or illness) should sit outside the School Office. For specific cases, alternative arrangements may be put in place.

3.2.1 WGPPS - Break time / Lunch time:

- Pupils must seek permission from the staff on duty before entering the school building at break time. If going to the toilet, they must wear a toilet pass (lanyard) which ensures staff can identify how many children are in the school at any time.

3.2.2 Junior Section (JS) - Break time / Lunch time:

- Pupils must seek permission from the staff on duty before entering the school building at break time. If it is necessary for a pupil to enter the building, they should be accompanied by another pupil.
- For QEGS during the summer term, weather permitting, lunchtime play may occur on the JS Playing Fields. Pupils are not permitted beyond the line of the trees at the bottom of the field. Staff are positioned around the playing field and surrounding areas to supervise.
- Pupils attending extra-curricular clubs at lunchtime are collected from the playground (or form rooms/JS Hall/QEGS JS field if an alternative routine is in place) by the teacher running the club.
- No pupil may wait unsupervised inside the school building prior to the commencement of clubs.

3.2.3 Senior Section (SS) - Break time / Lunch time

- At the beginning of break and lunch, pupils should return the equipment they used in the previous lessons to their locker.
- Pupils are permitted to use the Library / Hub for quiet study.
- For WGHS, indoor facilities are available in the Jubilee Hall during break and lunch times.
- Duty staff should be positioned in the areas identified in the duty rota.

3.3 Changing Rooms and Toilets

- ### 3.3.1 WGPPS - Staff may enter the children's changing rooms and toilets for the purpose of 'respectful supervision'. Before entering the changing room / toilet, staff should announce their intention to enter by knocking loudly on the door and speaking at a decent volume that they are about to enter or asking the child if they need help. Where possible, a member of staff entering a toilet should be accompanied by another member of staff (although we are aware this may not be the case).

Respectful supervision is defined by warning the children of entry and averting eyes from any children in a state of undress, the intention being to monitor standards of behaviour or ensuring adequate supervision. In so doing, staff may remain in the toilet for a maximum of five minutes unless staff are supporting with toileting/changing of children.

- ### 3.3.2 QEGS and WGHS - Young people are entitled to respect and privacy when changing clothes, taking a shower or going to the toilet. However, there needs to be an appropriate level of supervision in order to safeguard young people, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs

and age of the young people concerned and be sensitive to the potential for embarrassment. Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils.

This means that adults should:

- avoid any physical contact when pupils are in a state of undress.
- avoid any visually intrusive behaviour when pupils are changing.
- supervise changing rooms with at least two members of staff where available.
- avoid remaining in the room on their own unless pupil supervision is required. In such situations staff should position themselves with the pupils between them and the exit with the door open, so pupils can leave freely.

3.4 One-to-one supervision of pupils

Close one-to-one supervision of pupils is carefully managed and employees and volunteers are aware of the risks involved. Below are some contexts where it is prudent to consider the associated risk of one-to-one supervision:

- Running an extra class outside the curriculum, possibly in an isolated or quiet part of the building.
- Running a private detention under similar circumstances.
- Calling a pupil to an office for disciplinary or administrative reasons.
- Visiting the toilets as part of a duty responsibility.

Practically, a good degree of the risk can be reduced by staff having doors and blinds open in rooms, having lights on and giving other colleagues timings and plans for any given appointment.

Any Safeguarding Low Level Concerns should be passed directly to the Head.

3.5 Collections during the school day / Leaving the school Premise during the school day

If a pupil is to be collected before the end of the school day, the school is to be notified at the earliest possible convenience. On arrival at school to collect the pupil, the parent will report to the School Office, where the pupil will meet them. The parent must sign out the pupil they are collecting and, if required, sign them back into school at the main reception.

Pupils up to and including Year 10 are not allowed off site during school hours unless there is clear evidence of a request from the pupil's parents or guardian. All pupils given permission to leave the school site during school hours must sign out at the School Office before going to meet their parent or guardian at a prearranged meeting point.

In Year 11, via approval by the Head of KS4, pupils may leave the school premises during the lunch period, between 1pm and 2.05pm if not required for a lesson or activity, but may not do so at any other time during the school day (unless they are involved in organised school activities such as teaching and undertaking rehearsals on a different site).

Years 12 and 13 may leave the site at other times, as directed by their Head of Year, if they do not have lessons and have signed in and out using one of the Inventory Systems either at the School Office or the Sixth Form Centre.

3.6 Illness during the school day

When pupils are taken ill during the school day the school will, often after consultation with the School Nurse, contact the parents in order to make arrangements for the pupil to be collected. Contact details are held on SIMS (School Information Management System). Please refer to the

[WGSF First Aid Policy](#) and the [WGSF First Aid and Medical Information Policy and Procedures](#) for further information.

4. Departures / After School Care

4.1 WGPPS

WGPPS has different finish times depending on the age of the pupils. This also helps with site security, limits congestion and ensures safeguarding procedures can be more easily followed by staff members.

- FS1: 3.15pm
- FS2: 3.20pm
- Year 1: 3.25pm
- Year 2: 3.30pm

In FS1, pupils will sit on the carpet and be called to collect their belongings when the member of staff on duty sees their designated adult.

In other year groups within Pre-Prep, pupils will line up with their member of staff at the door and in turn, raise their hand when they see the adult who is collecting. The member of staff will check to ensure they recognise the person collecting as one of those designated to collect. If they do not recognise the adult collecting, the member of staff will then ask the name of the adult collecting and check against the list of adults who have permission to collect. If the adult is not on the collection list, or the member of staff has concerns regarding the adult collecting, SLT (Senior Leadership Team) will be contacted and the pupil will be kept at school until a parent can be contacted.

Pupils going to After School Care or waiting room will be taken there by school staff and signed in.

If a pupil is attending an after school club, run by a member of school staff or an external company, the same procedures apply. If an external provider does not recognise a parent or is unsure whether a pupil can be collected, the member of SLT on late duty will be responsible for ensuring the pupil is collected, or parents contacted.

After 3.30pm, children who have not been collected are escorted to After School Care. This is the same at the end of clubs. In WGPPS, After School Care looks after the pupils until 6:00pm.

4.2. Junior Sections

QEGS JS and WGHS JS have a finishing time of 3.55pm. There is a waiting room option, open until 4.10pm, for those pupils with a sibling being collected at another site. Pupils not collected by 4.00pm go to the waiting room. Those not picked up by 4.10pm are registered for After School Care.

4.2.1 Years 3 and 4 - Pupils will line up with a member of staff on the playground and raise their hand when they see the adult who is collecting. The staff member will check to ensure they recognise the person collecting as one of those designated to collect. If they do not recognise the adult collecting, the staff member will then ask the name of the adult collecting and check against the list of adults who have permission to collect. If the adult is not on the collection list, or the member of staff has concerns regarding the adult collecting, a member of the Senior Leadership Team will be contacted and the pupil will be kept at school.

4.2.2 Years 5 and 6 - Pupils being collected from the playground will line up with the staff member and raise their hand when they see the adult who is collecting. They will tell the member of staff who it is that is collecting (pupils will say the forename and surname and relationship to the child of the person collecting). The member of staff will check that they are on the list and that the pupil is

happy to leave with that person. If the member of staff has concerns regarding the adult collecting, a member of the Senior Leadership Team will be contacted and the pupil will be kept at school.

If a pupil has permission to leave the school site unaccompanied, that pupil must ask the member of staff responsible for permission to leave (see section 6).

4.2.3 After School Care

WGHS Junior Section pupils requiring after school care will be combined with the WGPPS After School Care and therefore all pupils attending WGHS Junior Section After School Care will be collected by parents from WGPPS by 6pm.

QEGS Junior Section pupils can attend After School Care on the QEGS site where they enjoy supervised activities utilising the computer suite, library, Junior Hall, play area and playground until 6pm.

Should pupils wish to leave the After School Care provision then they must sign out stating the time and reason. Pupils must sign back in afterwards. It is not permitted for pupils to be unattended in school for more than a short period of time (10 minutes maximum).

If a pupil is attending an after school club, run by a member of school staff or an external company, and they do not recognise a parent or is unsure whether a pupil can be collected, the member of the Senior Leadership Team on late duty will be responsible for ensuring the pupil is collected, or parents contacted. Collection lists will be kept at the school office for each school. These lists are updated regularly and information will be requested from parents as part of the annual data collection process.

If a pupil is not collected by the appropriate time (6pm), the member of SLT on duty will contact the pupil's parents and remain with the child until they are collected. Or in the event of not being able to contact the parents, contact Social Services.

If a pupil is regularly collected late from After School Care, the Head of Preparatory or Director of Pupils (Preparatory) will contact the parents to discuss the situation. Persistent failure to collect a child on time could mean that the child is not able to attend After School Care in the future. After conversations with parents regarding persistent late collection, a charge of £50 is made for each collection after 6pm thereafter.

4.3 Senior Sections

QEGS and WGHS Senior Section finishes at 4pm. WGHS Senior Section pupils can wait / study supervised in the library until 6pm. QEGS, Senior Section pupils can wait or study supervised in the learning hub until 5.30pm where they are then moved to the Junior Section until 6pm. Pupils are not permitted to sign out of the Learning Hub/Library to leave the premises, for example to go to the shops, and then return.

Sixth Form pupils may remain in school to study but must do so in communal areas and leave by 6pm.

5. Staffing Responsibilities

All members of the teaching and teaching support staff take their share of supervisory duties according to a rota (which is made available to staff via shared drive, email and on the staff notice board). At break and lunchtime members of staff are on duty in both the dining hall and the playgrounds according to the correct ratios as per the rest of the school day.

It is the responsibility of staff to ensure that an accurate record is kept of all pupils in school, and that any arrival or departure to and from the premises is recorded (in the school office).

WGPPS Out of School Care (Before and After School Care) Managers have at least a Level 3 qualification and at least two years' experience of working in childcare to enable them to carry out their role competently. They will hold the Paediatric First Aid qualification as a minimum, although other staff will also hold this qualification.

There will always be a suitable and safe number of staff on duty which meets regulatory requirements. Should the number of children attending Out of School Care need extra supervision extra members of staff will be deployed including members of the Senior Leadership Team (SLT). The Director of Pupils (Preparatory) and Out of School Care Managers will ensure that suitable contingency arrangements are in place to cover emergencies and staff absences.

Every evening during term time a member of the SLT is on site to supervise any uncollected children and contact parents and, if necessary, social services if the child's parents or relatives cannot be contacted. This is on a rota basis. SLT will have a school phone and can be contacted in the event that they cannot be contacted on the school number.

5.1 EYFS

The statutory framework for the early years foundation stage discusses child/staff ratios and states that:

- Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised, including whilst eating, and decide how to deploy staff to ensure children's needs are met. The children must usually be within sight and hearing of staff and always be within sight or hearing. Whilst eating, children must be within sight AND hearing of a member of staff.
- Staff members included in the EYFS ratios must be aged 17 or over (and staff aged under 17 must be supervised at all times).
- Volunteers, apprentices, and students on long-term placements can be included in the ratios at the discretion of the provider if they believe the individual is competent and responsible.

For children aged three and over in independent schools (including in nursery classes in free schools and academies), where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, an instructor, or another suitably qualified overseas trained teacher is working directly with the children:

- At least one member of staff for every thirty children (where the majority of children will reach the age of at least five within the school year).
- At least one member of staff for every thirteen children (where the majority of children will not reach the age of at least five within the school year).
- At least one other member of staff must hold a full and relevant level 3 qualification.

For children aged three and over in independent schools (including in nursery classes in academies), where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, no instructor, and no suitably qualified overseas trained teacher working directly with the children:

- At least one member of staff for every eight children.
- At least one member of staff must hold a full and relevant level 3 qualification.
- At least half of all other staff members must hold a full and relevant qualification of at least level 2.

5.2 Staff Absences

In the event of staff absences, cover is put in place and this is communicated to staff via noticeboard/email and/or SIMS. Supply teachers are also used to cover absences and HR ensures that necessary checks related to safeguarding are carried out. Where staff absence is planned, duty staff should make appropriate arrangements to swap so there is adequate

supervision in key areas.

5.3 Medical Assistance

The School Nurses are on duty throughout the school day from 8am until 4.30pm. A number of members of the teaching and support staff are also First Aid and Paediatric First Aid trained and can assist sick or injured children when necessary.

First Aiders may be called by going to reception. First Aid boxes are located in all potentially high-risk areas around the school, as well as in the medical room. Staff who have not been trained in First Aid or other medical procedures are still expected to behave reasonably in the event of an emergency, e.g. by calling the emergency services immediately and informing (or arranging to inform) the parent / career of the children concerned.

Further information is available in the [WGSF First Aid and Medical Information Policy and Procedures](#).

6. **Collection**

Preparatory (EYFS - Year 6)

If a Preparatory age pupil is to be collected by someone other than the authorised adult recorded on the school records, this must be indicated to the school office in the morning. If a change to the person collecting is made during the school day, parents should notify the relevant school office before 2.45pm.

School Office Contact Details (phone number and email address):

WGPPS	01924 231618	preprep@wgsf.net
WGHS Junior Section	01924 374577	wjoffice@wgsf.net
QEGS Junior Section	01924 373821	qjoffice@wgsf.net

Where possible, avoid contacting the school office after 3pm with this information as the office is very busy. The adult nominated to collect a pupil must be named by the parent in communication with the school office. An email will then be sent by the office to the parent(s) and the member of staff to confirm the arrangements that have been made for collection.

Older siblings and other relatives may collect pupils but only if this has been arranged and noted on the form/s in the Appendix 1 and 2 of this policy. Advice for WGPPS and Junior Section staff on the procedure for collection is available in Appendix 3.

Senior Section

If a parent of a Senior Section pupil needs to make contact with the School regarding a change in collection arrangements, they can contact the School Office up to 4.45pm on the contact details below:

WGHS Senior Section	01924 372490	wsoffice@wgsf.net
QEGS Senior Section	01924 373943	qsoffice@wgsf.net

6.1. Late collection

All pupils, in all schools, who are not collected within 10 minutes of the designated end of their school day are to be taken to After School Care (at which point this service is chargeable) – this includes pupils who are attending clubs when the club finishes.

6.2. Non-collection

If the parent or alternative authorised adult is going to be late to collect their child, the relevant school must be informed of this as soon as possible. If no one arrives to collect a pupil, the pupil will be supervised in After School Care (at which point this service is chargeable). If no one arrives to collect the pupil at the end of After School Care and the parent cannot be contacted, the school will contact social services to inform them we have an uncollected pupil on the premises.

7. **Pupils using the school bus service**

7.1 WGHS JS

Pupils must tell the member of staff dismissing their class that they are on the bus. They must then go to the member of staff on bus duty to register with them. Due to the lack of a pedestrian crossing on Margaret Street, all pupils using the bus service will be escorted across Margaret street by a duty member of staff before making their way to their bus.

7.2 QEGS JS

If a pupil has permission to leave the school site unaccompanied, that pupil must ask the member of staff responsible for permission to leave to walk to their bus. Pupils are instructed to use appropriate crossings.

8. **Pupils in KS2 walking home on their own (Years 3, 4, 5 and 6)**

No pupil in WGPPS will be allowed to leave school alone. There is no set age when pupils are ready to walk to school or home on their own. It very much depends upon their maturity and confidence. Therefore, with regard to pupils in KS2, we believe that parents should decide whether their child is ready for this responsibility. We would still **strongly recommend** that pupils in Years 3 and 4 are brought to, and collected from, school as outlined above.

In deciding whether your child is ready to walk to school and home on their own, you should assess any risks associated with the route and your child's confidence. Please refer to Appendix 4 for further information.

9. **Supervision of pupils during off site activities**

When children are involved in authorised activities off-site, potential risks must have been identified, and control mechanisms devised, through risk assessment procedures prior to the visit. Appropriate emergency procedures must also have been identified and be known by the staff supervising the activity.

The ratio of supervising adults to participating children will always accord with DfE guidelines.

Details of the arrangements for the supervision of children on Educational Visits are set out in the [WGSF Educational Visits Policy](#).

9.1 Sports Fixtures

- Before the fixture teams should be selected and team sheets published 48 hours before a fixture. There may be some variation in this if, for instance, a previously selected pupil is

unable to attend.

- Before setting off for an away fixture a staff member is assigned to be the central point of contact for parents to tell when leaving with their child.

At the venue or during a fixture:

- Appropriate supervision of all pupils, taking into account the age and maturity of the individuals.
- If appropriate, pupils must stay in groups of a minimum of 3 where direct supervision isn't required.
- During sporting fixtures, pupils should be explicitly advised about supervision arrangements. For example, if a teacher is refereeing, instructions should be given to the remaining pupils as to what they can and cannot do (usually at the side of the pitch or court).

When departing the venue:

- Parents must speak to the designated staff member before leaving (if they are taking their child home) and the pupil should be ticked off on the register list.
- If the school does not have prior written or verbal permission from parents, pupils cannot return home with another parent.
- A register is taken before moving from the post-match tea venue.
- A register is taken before departing on the coach.

When arriving at School:

- Pupils are supervised when departing the bus.
- Junior Section pupils who are not collected from the playground are taken to after school care to be collected from there.

10. Supervision whilst traveling to and from school

Parents are responsible for ensuring that their children travel safely to and from school.

11. Missing Pupils

Should a member of staff have concerns that a pupil has gone missing whilst at school, they are required to take appropriate action in line with the [WGSE Missing Child Policy](#).

12. Areas restricted and out of bounds to pupils

The Foundation tries to ensure that pupils do not have unsupervised access to potentially dangerous areas. Clear signs are displayed where pupils may not enter a room and, where possible, doors to these areas are kept locked when not in use. All flammable materials and chemicals are kept securely locked in appropriate storage facilities.

Pupils are expected to follow instructions given to them by school staff, including instructions (written or verbal) which state that an area should not be accessed.

13. Physical contact with children

While it is unlawful to allow any form of restraint to be used as either a disciplinary action or punishment, it is permissible to use reasonable force in circumstances where:

- a child (or children) may injure themselves or others
- good order may break down as result of the child's/children's behaviour
- a criminal offence has been committed

As such, in the course of their supervision of children, staff may have cause to make physical contact with a child (or children). Any occasion where such force is used must be recorded and reported appropriately. Where an incident occurs where restraint is required, staff must remain cognisant of their duty of care to the children not taking part in the incident. Please see the [WGSF Behaviour Management Policy](#) (for reference to the use of force to restrain pupils) for further information.

14. Security and Access Control

All staff must sign in and out when entering or leaving the premises. Visitors are required to sign in and out at the School Office and should be escorted at all times when in School if not DBS checked. Contractors will be accompanied where necessary.

Appendix 1 (mandatory): For information reply will be collected digitally

WGSF - Adults/siblings authorised to collect your child from school

Person with parental responsibility to complete and submit. This information will be published on Firefly and viewable by all parents.

Name of Child: **Year:**

Name(s) of adults with permission to collect your child from school (please include the names of any older siblings with permission to collect from school):

Names:	Relationship to Child
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Appendix 2 (optional): For information reply will be collected digitally

QEGS/WGHS Junior Sections - Permission for children to walk to and from school unaccompanied

Please note that this also includes your child walking off-site to meet a parent/carer at a nearby location.

Person with parental responsibility to complete and submit.

Name of Child:

Year:

I wish to inform you that my child will be walking to/from school on a regular basis. I will notify you immediately should this arrangement change.

I have read and understood the guidelines, systems and reasonable precautions set out in our Arrivals and Departures Policy.

i) My child will regularly travel home on public transport: yes / no

ii) My child will regularly travel home on one of the school coaches: yes / no

iii) My child will regularly walk home or walk to a location close to school: Yes/ no

Appendix 3: WGPPS and Junior Section procedures for collection - advice to staff

Class lists containing the following information will be made available to staff:

- The Pupil's name.
- Names of adults/siblings with permission to collect each Pupil.
- Whether permission has been given for the Pupil to walk home, walk off site to meet a parent/carer or walk off site to use public transport.
- Whether the Pupil travels home on a school coach.

End of day procedure:

- Take your class out to the playground and line them up in the designated location.
- Pupils will raise their hand when they see the adult/sibling collecting.
- Pre-Prep Pupils
 - member of staff to identify the adult/sibling by sight and ensure they are known by sight as a designated person who has permission to collect.
 - If they are not known by sight, the member of staff must: Check the 'those with permission to collect list' to ensure the name given by the pupil is on the list.
 - member of staff will check that the pupil is happy to leave with that person.
 - If the member of staff has concerns regarding the adult collecting, SLT will be contacted and the Pupil will be kept at school.
- Y3/Y4 Pupils
 - member of staff are to identify the adult/sibling by sight and ensure they are known by sight as a designated person who has permission to collect.
 - If they are not known by sight, the member of staff must: Check the 'those with permission to collect list' to ensure the name given by the parent/carer is on the list.
 - member of staff will check that the pupil is happy to leave with that person.
 - If the member of staff has concerns regarding the adult collecting, SLT will be contacted and the Pupil will be kept at school.
- Y5/Y6 Pupils
 - They will tell the member of staff who it is that is collecting (e.g. mum, dad, auntie, sister).
 - Staff to check the 'those with permission to collect list' to ensure the name given by the parent/carer is on the list.
 - Member of staff will check that the pupil is happy to leave with that person.
 - If the member of staff has concerns regarding the adult collecting, SLT will be contacted and the Pupil will be kept at school.

If the member of staff has any doubts as to whether it is appropriate for the Pupil to leave with the person collecting, the Pupil must stay in school and SLT and parents/carers must be contacted to verify.

Appendix 4: Pupils walking home from school

Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness. There are lots of ways you can prepare your child to make an independent journey. Children who are driven to school do not always have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently. Walking to school is a great opportunity to learn road safety skills. The best way to do this is to walk with your children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence to deal with traffic and route finding on their own, in preparation for walking with friends or alone when they are older.

Teach your child to:

- Pay attention to traffic at all times when crossing the street; never become distracted.
- Cross at a designated crossing point whenever possible. Alternatively, cross in a place where you can see clearly in all directions. Avoid parked cars or bends in the road.
- Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic.
- Look out for cyclists.
- Remember that drivers may not see them, even if they can see the driver.
- Remember that it is hard to judge the speed of a car so be cautious.
- Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. (A safe adult is someone who has been previously agreed upon by you and your Pupil to be safe, such as a grandparent or trusted neighbour). If that person tries to convince your Pupil to go with them or tries to physically get close to them, then scream, "Help! This is not my dad!" or "Help! This is not my mum!".

The following video (link below) may be helpful to watch with your child. [First Journeys on Vimeo](#). This video is taken from the Government Think Road Safety website ([THINK! – Road safety](#)). This website contains a wealth of further information which may be helpful.

These are the same things we talk to the children about in school. We cover road safety each time we leave the site with the children and it is important that this is reinforced out of school.

When deciding whether your child is ready for this responsibility you might want to consider the following:

- Do you trust them to walk straight home?
- Do you trust them to behave sensibly when with a friend?
- Are they road safety aware?
- Would they know what to do if a stranger approached them?
- Would they have the confidence to refuse to do what a stranger asked?
- Would they know the best action to take if a stranger tried to make them do something they didn't want to do (scream, shout, kick, fight)?
- Would they know what to do if they needed help?
- Would they know who best to approach to get help?
- Can they walk home with friends?

If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own. If you decide that your child is ready for this responsibility, then you must inform the school by completing the slip below. **Your child will be prevented from walking home alone unless this permission has been given in writing.** Your child will also be responsible for their behaviour on their journey either before or after school. Should their behaviour not be acceptable you will be asked to accompany or collect them until they have proved they can be trusted again.

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.