



**Alma
Primary**

עולם חסד יבנה
A world built on kindness

Alma Primary Travelling Home Alone Policy

Policy no. 65

Responsibility: *Marc Shoffren*
Governor responsible: *Children's Committee*
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Policy Development

Change	Responsible	Date

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Executive summary

A copy of this executive summary is in the staff handbook – any changes to this policy should be reflected there.

Key points:

- Parents can request permission for children to travel alone in Years 5 and 6.
- Parents and the Headteacher have to agree that it is safe for a child to travel alone.
- Parents retain responsibility for children travelling alone and are expected to ensure that their child knows the route and abides by the school's behavioural expectations.
- Children travelling alone are expected to have a mobile phone, which must be left with their teacher during the day.

1 Introduction

- 1.1 As children reach older years, it may appropriate for them to start travelling home alone, partly in preparation for transition to secondary school where this will be normal.
- 1.2 The desire for parents to allow children to walk home alone needs to be balanced with the normal 'loco parentis' and the safeguarding responsibilities held by school staff.
- 1.3 This policy gives guidance to families and staff regarding appropriate ways in which older children are able to leave school alone. The policy should be read in conjunction with other relevant school policies, including the Safeguarding Policy and Attendance Policy.

2 Procedure for children travelling home alone

- 2.1 During Years 5 and 6, parents/carers may decide that their child is capable of independently travelling from and to school.
- 2.2 Should a parent/carer wish to allow their child to travel to and from school independently, parents/carers are asked to submit a consent form to authorise independent travel, no less than three weeks before they would like their child to begin travelling to and from home alone, giving details and confirming that they have explored an appropriate route etc.
- 2.3 Parents/carers must also provide all emergency contact numbers and notify the school in the event of any changes. If the school has concerns about a child's ability to travel safely for any reason, including the complexity for the journey home, permission may be refused.
- 2.4 For safety reasons travel home from school is normally only permitted when there is sufficient light. For this reason, children may not be permitted to travel home alone during winter months.
- 2.5 If a child is ill, then they will not be allowed to travel home alone and parents/carers will be expected to collect the child.
- 2.6 If the school is closing early because of bad weather or for other reasons, then the headteacher or their delegate will consider if it is safe for the child to travel home alone. If the decision is that it is not safe then parents/carers will be expected to collect the child.

3 Responsibilities

- 3.1 Whilst travelling to and from school parents/carers must ensure that their child takes the safest route possible and it is the responsibility of the parent/carer to assess the route.
- 3.2 Parents/carers must ensure that their child is fully aware of road safety. Crossing busy main roads and walking through secluded areas is discouraged.

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- 3.3 If a child is cycling to or from school, the bike must be road worthy and appropriate safety gear must be used. We strongly recommend that any child cycling to or from school has successfully completed a cycling proficiency.
- 3.4 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.
- 3.5 It is the responsibility of parents/carers to ensure their child arrives safely and promptly to school each morning. As the responsible body receiving children from home at the start of the day, the school will ensure that morning registers are taken in each class. If a child is found to be absent and no prior notice of this absence has been received from the parent/carer, the school will contact the parent/carer to ascertain the reason for absence or highlight that a child has not arrived.
- 3.6 When a child is travelling home alone, it is the responsibility of parents/carers to ensure that an appropriate person is at home to meet the child on their arrival. Parents/carers need to be aware that the school will not know if a child does not arrive home as planned.
- 3.7 If it is confirmed that a child has left home with the intention of travelling to school but has not arrived, or has left school and not arrived home, the school's safeguarding procedures for missing children will be followed. The school will contact the police immediately and the school's designated senior person for safeguarding will also be informed.

4 Phone contact

- 4.1 Children travelling to/from school alone are expected to carry a mobile phone, with the school number and parental/family contact numbers, should they need to call home in an emergency. Some mobile phones have a GPS tracking system and having an ICE (In Case of Emergency) number in contacts is recommended. The phone must be left with the class teacher on arrival and collected at the end of the day. The teacher will store the phone during the day but school staff are not able to charge phone or to give any technical support with phone problems.
- 4.2 Parents/carers should also ensure that their child knows their own home phone number and other emergency contacts as a backup.

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Appendix 1: Alma Primary Travelling Home Alone Consent Form

This form should be returned to the school office at least three weeks before the start date.

Child's name:

Year:

Intended start date for travelling home alone:

I/we confirm that the above named child may walk/cycle home from school alone on the following days (please tick any day which applies):

Monday	Tuesday	Wednesday	Thursday	Friday

In the event of an emergency please contact:

	Name	Phone no	Relationship to child
Contact 1			
Contact 2			
Contact 3			

- I/we confirm that I/we have read and understood the school's travelling home alone policy.
- I/we confirm that I/we have discussed the 'Guidance for Alma children travelling home alone' with our child and I/we are confident that they both understand and will act in accordance with this guidance.
- I/we confirm that I/we have agreed a suitable route for my/our child to travel to/from school and have ensured my/our child is familiar with the route
- I/we confirm that we will notify the school immediately of any changes to the emergency contact details.
- I/we understand the school may revoke this consent if staff consider that child safety is compromised.

Parent/carer name/s & signature/s:

	Name	Signature	Date
Parent/carer 1			
Parent/carer 2			

Headteacher's approval given: Yes/No

Signature:

Date:

Following approval from the headteacher, the child will be given a laminated 'Travelling Alone Permission Card'.

Appendix 2: Alma Primary Guidance for Children Travelling Home Alone

This guidance will help you to understand how you can travel to and from school safely on your own now. After reading this guidance, you will know:

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- What you are and are not allowed to do when travelling alone.
- How to safely travel when around roads.
- What to do if a stranger talks to you.

You'll only be allowed to travel to or from school if your teachers and your parents think you'll behave and that you will be safe.



Six things to understand before you can travel to or from school alone

Before you're allowed to travel to or from school alone, Alma Primary and your parents will make sure you:

- Can be trusted to act sensibly.
- Can be trusted to travel straight to or from school.
- Will only travel on the route that your parents have agreed.
- Know how to behave near roads.
- Know what to do if a stranger approaches you.
- Know how and where to ask for help.



If Alma Primary staff and your parents think you understand the six points above, then you'll be allowed to travel to and from school alone!

When can you travel to and from school alone?

You can only travel to school or home on the days that your parents and the school staff have agreed. If you go to an after-school or before-school club, you will be allowed to travel to or from school if the school and your parents say that it is okay.

You won't be allowed to travel home from school alone if:

- You are ill.
- The school closes because of bad weather or another issue.
- It is dark when you're leaving.

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Which way can you travel to school and travel home?

If you are coming to school on your own, it is important to make sure that you come directly to school and that you arrive at school on time.

If you have been allowed to travel home alone, then you must only travel on the route you have agreed with your parents.

What If you're late or don't arrive?

You need to get to school on time so that you don't miss anything important - if you're late three times in a month, Alma Primary and your parents might not let you travel to and from school alone anymore. If you don't turn up to school, the school will call your parents to make sure that you're safe.

Remember your behaviour!

Travelling near roads means that it is really important for you to behave sensibly. It is important that you don't run, push or behave dangerously near roads, as this can lead to accidents.

It is also important to remember that you are representing the school and you should not behave in a way that would make the school look bad: this means that you shouldn't shout or behave in a way your teachers would not be happy with.



Road safety

To be sure that you're safe on the roads, you should follow the road safety **ABC**:

Awareness: you need to be aware of how dangerous roads can be: people often do silly things when travelling near roads, such as playing on phones while crossing a road. It is essential to concentrate properly when you are near roads, so that you can spot any dangers and keep yourself safe.

Behaviour: you should know how to behave when around roads and how to follow road rules so that you're safe. When you're travelling to and from school, you should always walk on a **path** and cycle on the **left-hand** side of the road.

Only cross the road when it is **safe** to do so. Use **pelican crossings** where there is a traffic light for pedestrians.

If you use a **zebra crossing** you should always make sure that the car has stopped before you start crossing.

If you're crossing the road at traffic lights (puffin crossing), you should only cross when you see the green person on the traffic light, the red person means stop.

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Choice: you need to understand how to make safe choices when you're walking near roads.

You should always cross roads where you know it is safe to do so, such as at a zebra crossing. It is important to remember that cars need to be able to see you - you shouldn't ever try to cross the road from behind parked cars or on a sharp bend. Make sure that you can be seen and that you are standing safely on the path when trying to cross roads, and not on the edge or on the road.

If a car is going fast, it takes them a lot longer to stop - you should never try to rush crossing a road. If you think the approaching car might have to break, you should not cross. You should never run across the road: always ask yourself, **"Do I have time to walk across the road?"**



If
you
see
your

The Green Cross Code

You should always do the following:

- Find the safest place to cross
- Stop before you get to the edge of the path (the kerb)
- Look all around for traffic and listen
- If traffic is coming, always let it pass
- When it is safe, cross the road – do not run

friends or other children making dangerous choices near a road, you should never follow what they're doing and you should let your teacher know that they are not behaving safely.

Strangers

If someone that you don't know approaches you when you're travelling to or from school alone, you should never talk to them. Even if a stranger seems nice, you should never talk to or follow a stranger.

You should never approach people that you do not know.

Never accept a lift from a stranger.

Never accept sweets or gifts from a stranger.

If you are approached by a stranger, always tell a trusted adult - such as your parents or a teacher.

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What if you feel unsafe?

If a stranger tries to talk to you, you should walk away. If the stranger follows you or tries to touch you, run to the nearest public place such as a post office, a station or a shop. Once there, you should tell the owner that you feel unsafe and that you would like to call your parents to come and collect you. The following school day, you should tell your teacher what happened.

If you cannot run away, you should shout for help.

If you feel threatened and a stranger is being violent, call the police as soon as you can.

Appendix 3: Pupil promise

A pupil promise is a promise between you, your teachers and your family which says that you will follow the rules below, to make sure that you're safe when travelling to and from school alone.

I promise to:

- Walk straight to and from school, not stopping off anywhere on the way.
- Always use the route that my parents have told me to use.
- Always be sensible when walking to and from school.
- Make sure that I know the rules of the road.
- Never run across the road.
- Never push, shove or play next to a road.
- Follow the road safety ABC.
- Follow the Green Cross Code.
- Always stop, look and listen before crossing the road.
- Make sure that I know how to ask for help.
- Make sure that I know what to do if a stranger approaches me.
- Behave appropriately when travelling to or from school, not doing anything which could reflect badly on the school.



Name: _____

Signature: _____

Date: _____

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Contact numbers card

You always have to have a completed version of the below contact numbers card with you if you are travelling to and from school alone. Your teacher will answer any questions that you have with regards to how to use this card.

 <p>Walking Home Alone Card</p> <p>For:</p> <p>This card is your permission card for walking home alone.</p> <p>If you get lost, you should call the school first: if you are unable to get hold of anyone, call your parents.</p> <p>You should wait somewhere safe while someone comes to get you, e.g. in a post office or station. If you feel unsafe call the police on 999 straight away.</p>	<p>Your personal emergency numbers</p> <p>School: 020 8343 9988</p> <p><u>Parent/Carer A:</u></p> <p>_____</p> <p><u>Parent/Carer B:</u></p> <p>_____</p>  <p>Alma Primary Friern Barnet Lane Whetstone, London N20 0LP</p>
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