



**HEART**  
EDUCATION TRUST

# Travelling To and From School

## Alone Policy

28 June 2021

**Last Reviewed:** 28 June 2021

**Next Review Due:** 28 June 2022

**Adopted by:** The CEO on 28 June 2021



**Heartsease**  
Primary Academy



**Lingwood**  
Primary Academy



**Henderson Green**  
Primary Academy



**Valley**  
Primary Academy

The HEART Education Trust Documents Review Record:

<b>Version:</b>	<b>Date Amended:</b>	<b>Amended By:</b>
1.1	28.6.21	COO

The HEART Education Trust, a charitable company limited by guarantee registered in England and Wales with company number 08286818. Registered office address: Heartsease Primary Academy, Rider Haggard Road, Norwich, Norfolk NR7 9UE.

## **Statement of intent**

The Trust aims to promote pupils' independence as much as possible. We recognise that, as pupils become older, parents may wish for their children to be able to travel to and from school independently. With this in mind, the school has created this policy to clarify the procedures in place to ensure that all pupils can travel safely.

The aims of this policy are to:

- Clarify the responsibilities of parents and the Trust, specifically the Academy Headteacher.
- Outline the procedures for requesting permission to travel to and from school alone.
- Establish effective procedures for travelling to and from school alone to maximise safety of pupils.

## **1. Related school policies**

1.1. This policy will be implemented in accordance with the following school policies:

- Child Protection and Safeguarding Policy
- Collecting Children from School Policy
- Attendance Policy
- Complaints Policy

## **2. Roles and responsibilities**

2.1. The Academy Headteacher is responsible for:

- The overall implementation of this policy.
- Communicating this policy to all members of staff and parents.
- Ensuring effective procedures are in place for pupils travelling to and from school alone.
- Liaising with parents to establish whether individual pupils will be granted permission to travel to and from school alone.
- Deciding whether pupils will be given permission to travel to and from school alone.
- Informing parents where their child has not turned up to school to coordinate an effective response.

2.2. Parents are responsible for:

- Adhering to the principles outlined in this policy.
- Carefully considering whether their child should be permitted to travel to and from school alone.
- Ensuring their child is aware of road safety and how to keep themselves safe when travelling to and from school.
- Ensuring their child is aware of, and adheres to, the established route for travelling to and from school.
- Submitting an annual request form to the Academy Headteacher where they wish for their child to travel to and from school alone.
- Informing the Academy Headteacher when their child has not returned home from school.

2.3. Pupils are responsible for:

- Ensuring they are competent to travel to and from school alone.
- Ensuring they are aware of the principles of road safety.
- Adhering to the route for travelling to and from school alone, as outlined by their parents.
- Behaving appropriately when travelling to and from school alone.
- Making sure they arrive to school on time when travelling alone.

### 3. Granting permission

- 3.1. If parents wish for their child to travel to and from school alone, they are required to submit a request form (available from the school office) to the Academy Headteacher on an annual basis.
- 3.2. Parents should ensure they have read this policy before requesting permission for their child to travel to and from school alone.
- 3.3. Forms should be submitted at the beginning of the academic year. If a parent wishes to request permission at a different time, the form should be submitted to the Academy Headteacher and this will be valid until the end of the academic year.
- 3.4. Permission will only be granted where consent has been received from a parent **in writing** and where all **emergency contacts** have been outlined.
- 3.5. The Academy Headteacher will **only** grant permission to pupils in **Years 5 and 6** – no pupils in earlier years are able to travel to and from school alone.
- 3.6. Each request will be assessed on a case-by-case basis – requesting permission for a pupil does not automatically result in the pupil being permitted to travel alone to and from school.
- 3.7. Permission will only be granted where the parents and Academy Headteacher are satisfied that the pupil:
  - Can be trusted to walk straight home or to school.
  - Will adhere to the route that their parent has identified.
  - Can be trusted to behave sensibly.
  - Is aware of road safety.
  - Is aware of the protocols to follow if a stranger approaches them or asks them to do something they do not want to.
  - Has been informed of relevant risks from time to time, such as County Lines.
  - Would know how and where to ask for help.
- 3.8. In order to consider a request, the Academy Headteacher may request a meeting with the parents of the pupil to discuss the matter. If this is necessary, parents will be informed in writing as soon as possible.
- 3.9. Where pupils live further than a 15 minute walk away from the school, or the Academy Headteacher has concerns about a pupil's ability to travel safely, the Academy Headteacher may decide not to grant permission.

- 3.10. Parents will be informed in writing of the Academy Headteacher's decision within one week of receiving the initial request. Where a request has been denied, the Academy Headteacher will outline the reasons for this in the outcome letter.
- 3.11. If a parent wishes to appeal the Academy Headteacher's decision, they are required to follow the procedures outlined in the Trust's Complaints Policy.
- 3.12. Once permission has been granted, parents are required to inform the Academy Headteacher of the planned route their child must stick to.
- 3.13. If the Academy Headteacher feels the safety and welfare of a pupil is at risk at any point after granting permission, they withhold the right to withdraw their permission for the pupil to travel alone to and from school.
- 3.14. Parents may withdraw their consent at any point during the academic year. To do so, parents are required to inform the Academy Headteacher **in writing**.
- 3.15. A register is maintained of all pupils granted permission to travel alone to and from school. This is updated whenever permission is granted and is held in the school office.
- 3.16. Only pupils named on the register are permitted to travel to and from school alone. The register will be circulated to all members of staff as necessary.

#### **4. Travelling procedures**

- 4.1. Any staff member monitoring the school entrance will retain a copy of the register. Before allowing any pupil to leave the school premises alone, the register will be checked.
- 4.2. If, at any time, a staff member is concerned about the welfare of a pupil by allowing them to travel home alone, the staff member may not permit them to leave.
- 4.3. If a staff member refuses to allow a pupil to travel alone, the parents will be contacted and the procedures outlined in the Collecting Children from School Policy will be followed.
- 4.4. Pupils are expected to stick to the route outlined to them by their parents. Once a pupil leaves the school premises, or is travelling to the school, the responsibility for their welfare lies with the parents.
- 4.5. Parents should ensure that they, or another responsible adult, are available at their home once their child arrives home from school.
- 4.6. The school ensures that a register is taken at the beginning of the school day. If a pupil that travels alone has not arrived at school, and the school has not already been informed that the pupil will be absent, the parents will be contacted.
- 4.7. The DSL will be notified of the pupil's absence and the procedures outlined in the Trust's Attendance Policy will be followed.
- 4.8. If a pupil is late to registration more than three times, the Academy Headteacher will hold a discussion with the pupil's parents to determine whether travelling alone to school is

appropriate. If necessary, the Academy Headteacher may withdraw their permission to allow the pupil to travel to and from school alone.

- 4.9. Where a pupil does not arrive home from school, parents should contact the school to speak with the staff member who dismissed the pupil from the premises to establish the time they left school. The responsibility of the pupil lies with the parents once a pupil has left school.
- 4.10. Pupils will not be permitted to travel home alone where they have attended an after school club during the winter months (October to March).