


Southdown Primary School



Dismissing Children at Home time 2026

Chair of Governors:	Headteacher: 
Ratified on: 3 rd March 2026	Review by: Spring Term 2029

SOUTHDOWN PRIMARY SCHOOL

Dismissing Children at Home time Policy

Policy Statement

Southdown Primary School recognises its statutory duty to safeguard and promote the welfare of all children. Effective end-of-day dismissal procedures form part of the school's safeguarding arrangements. All staff have a responsibility to ensure that all children are dismissed safely and in line with agreed procedures. Failure to follow these procedures may place a child at risk and may constitute a safeguarding concern. The safety and welfare of the child is paramount.

Roles and Responsibilities

- The Headteacher has overall responsibility for ensuring effective safeguarding arrangements, including safe dismissal procedures.
- The Designated Safeguarding Person (DSP) in Southdown's case this is the Headteacher oversees safeguarding practice and responds to any concerns arising at dismissal time.
- All staff members are responsible for implementing this policy consistently.
- The Governing Body has a statutory duty to ensure that the school has effective safeguarding arrangements in place, in accordance with Welsh Government guidance. This includes ensuring that clear procedures for dismissing pupils safely at the end of the school day are established, implemented and reviewed.
- Parents/carers are responsible for ensuring the school is informed of any changes to collection arrangements.

General Safeguarding Principles at Home Time

- Children must only be released to a known parent/carer or authorised adult.
- Any uncertainty regarding collection arrangements must be clarified before a child is released.
- Staff must remain vigilant to potential safeguarding risks, including unauthorised adults, domestic abuse concerns, court orders, or child protection restrictions.
- Where there are known safeguarding arrangements (e.g. court orders, care arrangements), staff must follow the specific instructions record provided by the DSP and recorded on CPOMS.
- Any concerns arising at dismissal must be reported immediately to the DSP.

Nursery Dismissal Procedure

- Nursery children follow their end-of-session routine (e.g. prayer, collecting coats and belongings).
- At the designated time, a member of staff unlocks the gate and invites parents/carers to wait in the Nursery outdoor area.
- Children are released one by one directly to a known parent/carer or an authorised adult.
- Adults other than parents (e.g. grandparents, childminders) must be approved in advance, either at the start of term or prior to collection.
- Unauthorised adults — even if known to staff — must wait while staff obtain confirmation from the parent/carer.
- In emergency situations where a parent/carer is delayed, the school must be contacted as soon as possible to agree arrangements.
- Children attending Sunshine After School Club/Little Rays will line up at the inside door and be escorted by an adult to the designated area (normally the school hall/cabin).

Reception, Year 1 and Year 2 Dismissal Procedure

- Children follow their end-of-session routine (e.g. prayer, collecting coats and belongings) and then line up and are escorted to the appropriate exit door by a member of staff.
- Each child is released one by one only when the parent/carer has been clearly identified by both staff and child.
- Adults collecting must be authorised in advance.

- If a child is going home with another family (e.g. to a friend's house), written or verbal notification must be provided at the start of the school day.
- If an unauthorised adult arrives, the child will not be released until confirmation is obtained.
- If a parent/carer is delayed, the school must be contacted immediately.
- Parents must not take another child home on behalf of a different family without prior school consent.
- Children attending Sunshine After School Club must be booked in advance and will be escorted by staff.
- For voluntary after-school clubs, pupils will be escorted to the staff leader and a register taken.
- If a child who is expected at a club does not arrive, parents/carers will be contacted immediately.

Year 3 to Year 6 Dismissal Procedure

- Children collect belongings and exit with their class teacher from the designated door.
- While children in Years 3 to 6 are developing independence, staff still maintain oversight at dismissal.
- Parents must clearly communicate home-time arrangements to their child.
- Children who are unsure of arrangements or who have not been met when expected must return to their teacher or the school office immediately.
- If a child appears confused outside, they must be brought back into school.
- Parents must not take another child home without prior school agreement.
- Children attending Sunshine After School Club must be booked in advance and are expected to proceed directly to the designated area independently.
- Children attending voluntary clubs must go directly to the adult in charge of the club. Under no circumstances should they leave the premises first.
- A register will be taken at all clubs. If a child does not arrive as expected, home will be contacted immediately.

Walking to and from school independently

Southdown Primary School recognises that children in Years 5 and 6 are developing increasing independence. With parental consent, some children may be permitted to walk to and from home independently at the end of the school day.

Southdown Primary does not support any children in year groups below Year 5 travelling to and from school independently.

In line with safeguarding guidance, the following arrangements apply:

- Written parental permission must be provided before a child is allowed to walk home alone (Appendix A)
- Permission must be recorded by the school office and shared with the class teacher.
- The decision to allow a child to walk home remains the responsibility of the parent/carer.
- The school expects parents/carers to assess their child's maturity, understanding of road safety, awareness of stranger danger, and ability to manage the journey safely.
- Parents must ensure their child understands clear arrangements regarding:
 - The route to be taken
 - Expected time of arrival home
 - What to do in an emergency
- Children who have permission to walk home will be dismissed from their designated exit at the end of the school day.
- Once a child has left the school premises in accordance with agreed arrangements, responsibility transfers to the parent/carer.

- If staff have a safeguarding concern about a child walking home alone (e.g. vulnerability, previous incidents, weather conditions, known family circumstances), this will be discussed with parents and may be referred to the Designated Safeguarding Person.
- The school reserves the right to refuse independent walking arrangements where it believes a child may be placed at risk.
- On days of severe weather or other exceptional circumstances, the school may require alternative collection arrangements.
- If a child who normally walks home independently states that arrangements have changed, confirmation from a parent/carer will be required before dismissal.
- If a child expected to walk home does not leave the premises or appears unsure of arrangements, they must report immediately to their class teacher or the school office.

School Transport

- Some children may travel by Local Authority-arranged taxi or minibus.
- Transport arrangements are the responsibility of parents/carers and the Local Authority.
- The school maintains a risk assessment for transport arrangements.
- Drivers must escort children to and from the school building and ensure they enter/exit safely.
- Any concerns regarding transport safety must be reported immediately to the DSP and Headteacher.

Late Collection Procedure

If a child is not collected at the expected time:

- The child will remain supervised on school premises by their class teacher.
- In certain circumstances Sunshine Club will be asked to supervise the child at After School Club and parents will be directly charged for this care. Spaces will only be available if staff/child ratio allows.
- The school office will attempt to contact parents/carers and emergency contacts.
- If contact cannot be made and there are safeguarding concerns, advice will be sought from Children's Services in line with All Wales Child Protection Procedures.
- A record of actions taken will be kept.
- Persistent late collection may be treated as a safeguarding concern and addressed accordingly.

Safeguarding Concerns at Dismissal

If a member of staff has concerns about:

- The identity of the collecting adult
- The adult's behaviour (e.g. intoxication, aggression)
- Domestic abuse or court order breaches
- A child being placed at risk

The child must not be released, and the DSP must be informed immediately. If a child is believed to be at immediate risk of harm, police may be contacted in line with safeguarding procedures.

Mental Health and Emotional Wellbeing Impact Statement

Southdown Primary School is committed to the protection and promotion of positive mental health and emotional wellbeing of our whole school community; pupils, staff, parents and carers. We recognise how important mental health and emotional well-being is to our lives in just the same way as physical health. This Policy has been written and reviewed in line with our school's vision and Mental Health and Emotional Wellbeing Policy.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been quality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at Southdown Primary School.

Appendix A:

Southdown Primary School Permission Form – Independent Travel (Years 5 and 6 Only)

Child's Name	
Class	

I give permission for my child to walk independently to and from Southdown Primary School.

I confirm that:

- I understand this permission applies only to children in Years 5 and 6.
- I have assessed my child's maturity, road safety awareness, understanding of stranger danger, and ability to manage the journey safely.
- I have discussed and agreed with my child:
 - The route they will take home
 - Their expected time of arrival
 - What to do in an emergency
- I understand that once my child leaves the school premises at the end of the school day, responsibility transfers to me as the parent/carer.
- I understand if my child's routine changes that I will inform their class teacher.
- I understand that the school may withdraw this permission if safeguarding concerns arise.
- I understand that on days of severe weather or exceptional circumstances, alternative collection arrangements may be required.
- I understand that children attending after-school clubs must be collected by an adult.

Usual Route Home:	
Expected Arrival Time Home:	
Parent/Carer Name (print):	
Parent/Carer Signature:	
Date	