



Let your light shine' – Matthew 5:16

Whitley Memorial C of E Primary School

Collecting Children from School Policy

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Review date June 2025

Signed by:





June 2025
Date: _____

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Statement of intent

Whitley Memorial C of E Primary School is committed to ensuring the safety of all pupils when they leave school at the end of the day. We appreciate that, for many families, arrangements need to be flexible and it may be that several people care for the child after school. For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils.

The aim of this policy is to:

- Keep pupils safe.
- Ensure all staff members are aware of the correct procedures for the end of the school day.
- Make parents aware of the expectations regarding collecting children and the behaviour of their child when wearing school uniform, off the school premises.
- Highlight the importance of parent-school communication.

Please note that this policy only applies to instances where pupils are collected from school. Procedures relating to pupils leaving school independently and travelling to and from school are covered in the school's Travel to and from School Policy.

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Education Act 2002
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2023) 'Understanding and dealing with issues relating to parental responsibility'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Extended Services Policy
- Travel to and from School Policy and Plan
- Child Protection and Safeguarding Policy

2. Roles and responsibilities

The headteacher will be 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.
- Liaising with parents to establish whether individual pupils need extra assistance.
- Informing parents where their child has not turned up to school to coordinate an effective response.
- Ensuring arrangements for dedicated school transport are in place.

Staff will be responsible for:

- Ensuring all pupils are collected safely at the end of the school day.
- Being wary of suspicious behaviour at the school gates.
- Monitoring the behaviour of pupils as they leave the school.

Parents will be responsible for:

- Adhering to the principles outlined in this policy.
- Ensuring their child is aware of, and adheres to, the established route for travelling to and from school.
- Informing the school when their child has not returned home from school.
- Communicating to the school if they are going to be late to collect their child.
- Years 5 and 6 only- Give written permission for their child to walk home from school by themselves and accept that they are responsible for their child at that time
- Ensuring that their child is behaving appropriately when their child is in school uniform and off the school premises, acting as a positive ambassador for the school.

Pupils will be responsible for:

- Behaving appropriately when travelling to and from school and act as positive ambassadors for the school.
- Making sure they arrive to school on time.

3. General collection procedure

Parents will promptly collect pupils at the end of the school day, which is 3:20pm, from the classroom door. Parents will be made aware of what is expected of their behaviour when they are collecting pupils, e.g. that the school is a smoke-free and dog free zone.

Parents will not park in the staff park and shall park responsibly to ensure the safeguarding of the children and pay consideration for the local residents. The school requests that parents park away from the school gates and in the council car park, next to Aldi on Schalksmuhle Road.

Staff members will supervise until all pupils have been collected, accounting for the school's late collection procedure. Sufficient staff to pupil ratios will be met at all times during the collection process.

Pupils in year 5 and 6 will be allowed to travel home on their own as long as the headteacher has been informed in writing via the permission slip of this arrangement by the pupil's parents, prior to this commencing. This permission will be rescinded if the child does not follow the school's behaviour expectations.

Staff members will not release a pupil if it is felt that the parents are not in a fit state to ensure the pupil's safety or if the pupil shows signs of distress or anxiety. In these cases, the school's Child Protection and Safeguarding Policy will be followed and children's social care, and the police if appropriate, will be contacted.

Pupils will only be permitted to leave the premises with adults (over the age of 16) who are registered with the school as a person with collection responsibility, or arrangements have been made through the admin office.

Under no circumstances will staff members take pupils home themselves, other than in exceptional circumstances and pre-arranged with parents. Two staff members must accompany the child and if they are taken in a car, the school's transporting pupils' policy must be adhered to.

4. After-school club collection procedure

Parents will be informed in writing of the finish time for all after-school clubs and extra-curricular activities. All children, regardless of their year group, must be collected by a responsible adult.

Parents will follow the normal collection procedure, as outlined in the 'General collection procedure' section of this policy, when picking up children from after-school clubs.

Where after-school club provision is provided by an external organisation, it will be the responsibility of that organisation to implement an appropriate process for the collection of pupils, ensuring that they effectively identify and respond to safeguarding concerns.

Where the extra-curricular activities provision is provided by an external organisation, it will be the responsibility of the school to ensure that all children are collected.

Pupils who have not been collected following an extra-curricular activity, will be escorted to the school office and parents informed.

5. Late collection procedure

Parents will notify the school at the first possible opportunity if they believe they will be late to collect their child.

The school will allow for a 10-minute window for late arrival. If a pupil has not been collected 10 minutes after the specified collection time, a staff member will escort them to the school office to contact the pupil's parents. If the pupil's parents cannot be reached via the contact details provided, emergency contacts will be contacted, and the school will continue to try and contact the parents. If the parents and emergency contacts cannot be contacted, the non-collection procedure will be followed as outlined in the 'Non-collection procedure' section of this policy.

The school will hold at least one emergency contact for each pupil and will have more than one where reasonably possible.

All staff members, including those in charge of extra-curriculum activities, will be aware of the school's internal procedure for late collection and will ensure that the situation is resolved whilst causing as little distress as possible to the pupil.

While awaiting collection, pupils will be supervised at all times, ensuring appropriate staffing ratios are met.

Where appropriate, a staff member will sensitively ask the pupil whether they are aware of any reason that could account for their parents being late.

6. Recurrence of late collection

The length and frequency of late collections are monitored by the school. The school will keep a record of incidents where parents are late with no reasonable explanation.

Concerns regarding a pupil's safety and welfare associated with late collection will be dealt with in accordance with the school's Child Protection and Safeguarding Policy.

In the event of recurrence of late collection, where no reasonable explanation has been given, a letter will be sent home to the parents inviting them to a discussion about their circumstances.

Parents will be made aware of the arrangements that may be put in place if they continue to collect their child late, including the school's right to enforce a penalty charge.

7. Collecting a child on someone's behalf

The school will never release a pupil into the care of another adult who is not a family member or named emergency contact without the consent of their parents.

Social workers will not be permitted to collect pupils from the school to attend care review meetings without the prior consent of teachers, foster carers, parents and the pupil themselves.

The school **will not** accept a list of people who may collect the pupil as a substitute to calling the school office and informing the school directly of the change in collection.

Pupils may be collected from school by an older sibling if the sibling is aged 16 or older.

In an emergency, verbal consent may be given by the parent for an agreed person to take their child home. This will be recorded. Verbal consent will include a full physical description of the person, unless already known to the school.

A password may be requested to be used by both parties to ensure the identity of the person collecting the pupil is the individual arranged by the parent.

Staff members who are unsure of an adult's identity will ask to see identification. If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:

- A staff member will take the pupil to the school office
- The pupil's parents will be contacted for further advice
- A member of the SLT will be made aware of the situation
- If the pupil's parents are not contactable, the standard procedure for uncollected pupils will be followed

Under no circumstances will a pupil be allowed to leave the school with someone if they are showing signs of distress or anxiety.

8. Non-collection procedure

The school will continue to try and contact the parents and named emergency contacts in the event of a non-collection. A detailed record of the action taken, and the calls made, will be kept on CPOMS.

Under no circumstances will staff members go and look for the parents. A staff member will supervise the pupil at all times.

If no contact has been made with the pupil's parents or emergency contacts, and no one has arrived to collect the child within an hour since the original collection time – the end of the school day or at 4.30pm if it was pre-arranged for a pupil to attend an extra-curriculum club – the school's Child Protection and Safeguarding Policy will be followed and children's social care, and the police if appropriate, will be contacted.

A member of staff will stay with the pupil until children's social care arrives. If the child is taken to the police station, a member of staff will accompany the child and stay with them until collection.

Once the situation has been resolved, the reason the circumstances arose will be established and noted, and steps to avoid recurrence will be taken by the school and parents.

9. Monitoring and review

Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and amended where necessary.

This policy will be reviewed on an annual basis by the headteacher and DSL. The next scheduled review date for this policy is June 2026.

Any changes made to this policy will be communicated to all staff and parents.