



Spring Gardens Primary School

Collecting Children from School Policy

Date policy last reviewed: 27/3/24

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

Last updated: 6 November 2023

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Statement of intent

Spring Gardens 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/carers 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/carers aware of the expectations regarding collecting children.
- 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.

1. **[Updated]** Legal framework

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

- Education Act 2002
- **[Updated]** 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. **[Updated]** 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/carers.
- Ensuring effective procedures are in place for pupils travelling to and from school.
- Liaising with parents/carers to establish whether individual pupils need extra assistance.
- Informing parents/carers where their child has not turned up to school to coordinate an effective response.
- Ensuring arrangements for dedicated school transport are in place.

[New] 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/carers 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 headteacher when their child has not returned home from school.
- Communicating to the school if they are going to be late to collect their child.

Pupils will be responsible for:

- Behaving appropriately when travelling to and from school.
- Making sure they arrive at school on time.

3. General collection procedure

Parents/carers will promptly collect pupils at the end of the school day, which is;

11:30am / 3:30pm for Nursery sessions

3:10pm for Reception

3:20pm for Years 1 - 6

Collection is from the playground. Parents/carers 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 zone and no dogs are allowed with the exception of assistance dogs.

Staff members will supervise their class 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.

Children in Nursery – Year 4 will be dismissed directly to their responsible adult. Pupils in year 5 and 6 will be allowed to travel home on their own as long as parent/carers have completed the 'Permission to Walk Home' form (Appendix A)

Staff members will not release a pupil if it is felt that the parents/carers 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 who are registered with the school as a person with collection responsibility.

4. After-school club collection procedure

All after-school clubs and extra-curricular activities will finish at 4:30pm unless otherwise stated in the communications regarding those specific events.

Parents/carers 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 pupils have not been collected following an after-school club, staff will contact the on-site wraparound provider and if they have capacity and staffing, the child will be taken and left in their care for the parent/carer to collect. This will incur a cost to the parent/carer from the provider.

If parents/carers are late to collect their children, which results in the pupils attending an after-school club provided by the school, parents/carers may be charged in line with the school's provision for charging for after school clubs.

Where an event/activity is taking place outside of the above timing, staff will continue to follow the '[Non-collection procedure](#)' section of this policy.

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 the pupil's parents/carers cannot be reached via the contact details provided, emergency contacts will be contacted, and the school will continue to try and contact the parents/carers. If the parents/carers 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.

Where the parent/carer has contacted to say they will be later than this period, the school retains the option to place the child in an after-school club which parents/carers will be liable to pay the cost for this service.

All staff members, including those in charge of after-school 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/carers 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/carers 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/carers inviting them to a discussion about their circumstances.

Parents/carers 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.

The school will charge a £15 fine for parents/carers who are late to collect their child more than three times a half term without a reasonable explanation.

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/carers.

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/carers 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 who attends high school, and who is deemed to be a trusted individual who will act in a responsible manner towards their younger sibling(s). Any concerns around this will be highlighted by school to parents/carers immediately.

If parents/carers wish for their child to be collected by another party who does not have parental responsibility, they will notify the school office whether this is a regular occurrence or a single occurrence.

In an emergency, verbal consent may be given for an agreed person to take their child home. This will be recorded, and a letter will be sent to the parents/carers confirming that the arrangement was made at their request. Verbal consent will include a full physical description of the person, unless this person is 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/carers will be contacted for further advice
- A member of the SLT will be made aware of the situation
- If the pupil's parents/carers 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/carers 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.

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

If no contact has been made with the pupil's parents/carers 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 a school 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.

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/carers.

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 September 2025.

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



Appendix a

Permission to walk home without an adult

For children in Year 5 and 6 only.

If you are looking to have your child walk home from school without an adult, please spend time discussing the expectations for their behaviour and attitude and ensure that they are comfortable with the route that they will have to take.

Before any child will be released from school care without an adult present, the following form must be completed and handed into school.

I give permission for my child _____ Class _____ to be dismissed into their own care and for them to walk home without adult supervision.

I understand that I, as their parent/carer, am taking responsibility to recognise that my child;

- Knows the route they are to walk home
- Understands the dangers that there are on the route home e.g. roads to cross
- Am confident that if there are any problems will know to return to school straight away and make contact with a member of staff.

My child will be walking home on the following days (please tick as appropriate)

Monday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>
Thursday	<input type="checkbox"/>
Friday	<input type="checkbox"/>

Should any of the information above change then I will ensure that the school office is contacted in good time.

Signed _____ (Parent/Carer)

Date _____