



Trinity and St. Michael's

Collecting Children from School Policy

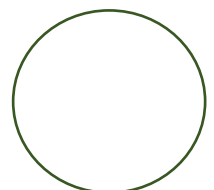
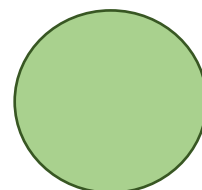
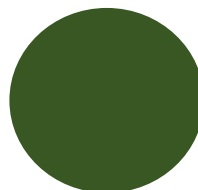
"Don't withhold good from someone who deserves it, when it is in your power to do so."

Proverbs 3 Verse 27

Do everything in



1 Corinthians 16:13-14



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Statement of intent

Trinity and St Michael's 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.
- 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 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:

- Section 175 of the Education Act 2002
- DfE (2022) 'Keeping children safe in education 2022'
- DfE (2018) 'Understanding and dealing with issues relating to parental responsibility'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Safeguarding and Child Protection Policy

2. Roles and responsibilities

The headteacher is responsible for:

- The overall implementation of this policy.
- Communicating this policy to all members of staff and parents.
- 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.

Parents are 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 are responsible for:

- Behaving appropriately when travelling to and from 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 3:25pm (KS1)/ 3:30 (KS2), from the playground (Year 2-6) or the Year R playground (Year R and 1). 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 zone.

Staff members will supervise the playground/Year R playground until all pupils have been collected, accounting for the school's [late collection procedure](#).

Pupils will be allowed to travel home on their own as long as the class teacher has been informed of this arrangement by the pupil's parents, prior to this commencing.

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 who are registered with the school as a person with collection responsibility as identified by the child's parents (for more information on how to make an adult a 'person with collection responsibility' see section 7).

4. Extra-curricular club collection

All extra-curricular activities will finish at 4:30pm unless communicated to parents.

Parents will follow the collection procedure, as outlined in the club information letter when picking up children from after-school clubs.

Where after-school club provision is provided by an external organisation, a member of TSM school staff will be responsible for the collection of pupils, ensuring that they effectively identify and respond to safeguarding concerns.

Pupils who have not been collected following an extra-curricular club will be escorted to the school's office for parents to be contacted.

If parents are late to collect their children, which results in the pupils attending the after-school care club (Playstop), parents will be charged in accordance with the Playstop's policy.

5. Late collection procedures

Parents will notify via a phone call to the school office 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's office before trying 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-curricular 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, parents will be contacted and invited to have 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.

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 a person with collection responsibility without the consent of their parents.

If parents wish for their child to be collected by another party who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, they will notify the school via phone call, parent app or home school diary giving a password that the person collecting the child will use on collection.

The school **will not** accept a list of people who may collect the pupil as a substitute to the parent calling the school office/and or sending a message via the parent app regarding the change in collection.

If required, if parents wish to submit a week-long routine for school to follow they may do so via the home school diary or parentapp.

Pupils may be collected from school by an older sibling if parents consent.

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

In Year R and Key Stage One 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.

If there is uncertainty about a person's identity, 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.

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-curricular 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.

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 October 2026.

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

Glossary of terms

Parental responsibility - In family law, parental responsibility means all the rights, duties, powers, responsibilities and authority that a parent has in relation to the child.

A person with parental responsibility can make decisions about the child's upbringing and is entitled to information about their child. For example, they can give consent to the child's medical treatment and make decisions about the child's education. They also have the right to receive information about their child's health and education.

Emergency Contacts – Adults listed on a child's data collection sheet (a form completed on a child's starting point at school).

Person with collection responsibility – Any adult identified by a child's parent/guardian as having the right to collect their child from school. These may not be adults identified on the emergency contact form as they may have temporary collection responsibility.