



COLLECTING CHILDREN FROM SCHOOL POLICY

Introduction

As part of our safeguarding procedures, it is essential that the school ensures all children leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school. Sometimes there will be 'one-off' arrangements. For this reason we have set out clear procedures which all staff and parents/carers must adhere to.

General collection procedures

- Children are to be collected at the end of the school day from their child's class teacher.
- Children must inform their teacher when their agreed adult has arrived.
- Children are not to be released from school with someone if they are showing signs of distress or anxiety.
- Children are not to be released if the teacher feels that the parent is not in a fit state to ensure their child's safety.
- Members of staff should never take a child home themselves.

Late Collection Procedures

- When a child has not been collected by 3.45 pm, the child is taken to the school office) where they are registered by the class teacher or an HLTA.
- The admin assistant or office manager will make contact with the parents by telephone.
- If parents are unavailable, an emergency contact is called.
- When a child has not been collected by 4.00 pm, the child is enrolled in afterschool club. The parent is liable to pay the cost for this service.
- Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with the Early Help or Social Care

Non-parents collecting children

Parents must have provided clear verbal or written permission to the class teacher for children to be released to an adult who is not the parents or carers of the child. This permission must be given with a description of the person collecting (if not already known to the school). Where possible, this person will be introduced to the class teacher in advance of the first collection.

- If any member of staff is unsure of the adult's identity they may ask to see identification.



- If, after checking identification, there is any uncertainty about the person collecting, the member of staff should take the child to the school office and contact the parents by telephone to seek further guidance/advice, and inform a member of the Senior Leadership Team.
- If the parents/carers are not contactable then the member of staff should refer to the procedures for children uncollected from school.
- Children will only be released from school to young people over the age of 16 years, including older siblings, when the teacher is satisfied that it is safe and reasonable to do so. This is the guidance provided by the NSPCC, which suggests that only persons aged 16 years are typically old enough to take responsibility for younger children.

Children travelling home independently

There is a growing trend for the older children in the school to walk home unaccompanied at the end of the school day or at the end of an after school club. While we as a school promote independence in our children, we are always mindful that safety and security should come first, particularly as the evenings start to get darker. Only pupils in year 5 and 6 can go home on their own provided that both the school and family have no concerns about the child's ability to keep themselves safe and that the school receives permission in writing from the parent/carer. Letters are sent home at the start of each academic year for children in year 5 and year 6 so that parents can request for this to occur.

As part of our safeguarding procedures we have an up to date register of all children who have been given permission to walk home alone. This is kept up to date by Ms Lucas who will ensure that teachers of children in years 5 and 6 have the information about the arrangements for each child. Children must notify the class teacher when leaving school. This permission only applies to children leaving school at the end of the school day; any child leaving school early (e.g., for medical reasons) must be collected by a responsible adult.

It is advised that children of primary age walking home alone go straight to an agreed residence and do not go home to an unsupervised dwelling.

Parental Responsibility

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.

Policy Reviewed

February 2026