



Tankersley St Peter's

**Collecting Children from School
Policy
2025-26**

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Statement of intent

Tankersley St Peter'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.

Legal framework

This policy has due regard to statutory 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 will be used in conjunction with the following school policies:

- Health and Safety Policy
- Travelling To and From School Alone Policy
- Child Protection and Safeguarding Policy

Roles and responsibilities

The headteacher is 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.

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.

General collection procedure

- Parents will promptly collect pupils at the end of the school day, which is:
 - 3:25 for F2
 - 3:30 pm for KS1 & KS2 pupils.
 - 3:40 pm for F1 pupils.
- Parents in EYFS will wait at the EYFS gate. Children in Y1 will be collected in the playground (near the Y1 outside area), Y2 will be collected from the bottom of the playground, all other classes will be collected from the main playground.
- (All pupils will be reminded to go back to their classroom/school reception if no one is in the designated meeting place.)
- Staff members will supervise the pupils in the classroom until all pupils have been collected, any pupils not collected will be sent to the school reception to wait to be collected from there. The staff on reception will call parents/carers as required to ensure all pupils are collected from school. Children who are not collected on time, will be put into after school care and charged accordingly.
- Sufficient staff to pupil ratios are met at all times during the collection process, including statutory ratios in relation to EYFS pupils.
- Under no circumstances will staff members take pupils home themselves.
- Parents are aware of what is expected of their behaviour when they are collecting pupils, e.g. that the school is a smoke-free zone etc.
- Pupils will be allowed to walk 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, in line with the school's Travelling To and From School Alone Policy.
- 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.
- Pupils will only be permitted to leave the premises with adults who the school staff know should be collecting their children.

After-school club collection procedure

- All after-school clubs and extra-curricular activities will finish at 4:30pm. Wrap around care finishes at 5:30 p.m.
- Parents will use the normal collection procedure, when picking up children from after-school clubs.
- Pupils who have not been collected following an after-school club will be escorted to the school's reception, where parents/carers will be contacted. Late collections will incur a charge.

Late collection procedure

- Parents will notify the school at the first possible opportunity if they believe they will be late to collect their child.
- If a pupil has not been collected after the specified collection time, a staff member will escort them to the school's reception before trying to contact the pupil's parents.
- If the pupil's parents cannot be reached via the contact number provided, emergency contacts will be phoned.
- The school will continue to try and contact the parents. Children who are not collected on time, will be put into after school care and charged accordingly.
- All staff members, are 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.
- Pupils will be supervised at all times, ensuring appropriate staffing ratios are met – including those outlined in the 'Statutory framework for the early years foundation stage' where necessary.
- 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.
- If the parents cannot be contacted, the non-collection procedure will be followed.

Recurrence of late collection

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

Collecting a child on someone's behalf

- The school never releases 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 are not 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 reception 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**. (We will only consider responsible siblings younger than 16 with written permission/request from their parents.)
- If parents are unable to pick up their child, and need another adult to do so, a password must be given to reception, which will then be given to the teacher.
- Under no circumstances will a pupil be allowed to leave the school with someone if they are showing signs of distress or anxiety.

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.
- 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 a school club – the school's child protection procedure will be followed and children's services and the police will be contacted.
- A member of staff will stay with the pupil until children's services 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.

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 for this policy is July 2026.
- Any changes made to this policy will be communicated to all teaching staff and parents.