



**All Saints C of E Infant and Nursery School**

# **Collecting Children from School Policy**

*"Opening Hearts and Minds through the Grace and  
Love of God"*

<b>Policy:</b>	Collecting Children from School
<b>Approved by:</b>	LGB
<b>Date:</b>	Sept 25
<b>Review Cycle:</b>	Three Yearly

<b>Versions:</b>			
<b>VERSION</b>	<b>DATE</b>	<b>AUTHOR</b>	<b>CHANGES</b>
1	Mar 24	TB – Pastoral Lead	Initial version.
2	Sept 25	SLB – Office Manager	Changed to reference KCSIE 2025. Times adjusted to new timings of school closing.

# **ALL SAINTS CHURCH OF ENGLAND (VA) INFANT SCHOOL AND NURSERY SCHOOL**

## **MISSION STATEMENT**

*Opening hearts and minds through the grace and love of God*

At All Saints Infant School and Nursery School children always come first and we try to nourish, challenge, prepare and inspire them within a Christian ethos.

We believe in valuing all who contribute towards the successful running of our schools including children, parents, carers, governors, teaching and non-teaching staff.

This Mission Statement lies at the heart of our schools' aims. It is the philosophical basis for all of the schools' policies and through these, for everything that happens in and round our schools. Our aspiration is for everyone at All Saints to:

- feel happy, secure, safe and valued at school
- develop a growing awareness of their own inner self and spirituality, and of the power of the Christian faith to transform lives
- develop healthy relationships based on care, trust, compassion and forgiveness
- show acceptance for and understanding of others who may have different beliefs or needs
- strive for the highest standards of achievement, developing the confidence and skills to be independent, motivated and self-disciplined learners
- have a positive approach to life, contributing to the well-being of the community and building hope for the future

We hope that children will leave our schools with open hearts and minds, ready to respond to the opportunities that lie before them and to experience the joy of life in all its fullness.

## Contents:

### Statement of intent

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [General collection procedure](#)
4. [After-school club collection procedure](#)
5. [Late collection procedure](#)
6. [Recurrence of late collection](#)
7. [Collecting a child on someone's behalf](#)
8. [Non-collection procedure](#)
9. [Monitoring and review](#)

## Statement of intent

All Saints Infant and Nursery 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.
- Highlight the importance of parent-school communication.

Please note that this policy only applies to instances where pupils are collected from school.

## Legal framework

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

- Education Act 2002
- DfE (2025) 'Keeping children safe in education 2025'
- 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 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/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.

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 to school on time.

### 3. General collection procedure

Parents/carers will promptly collect pupils at the end of the school day, which is 3:20pm, 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.

Staff members will supervise the playground 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 will not be allowed to travel home on their own and must be accompanied by a responsible adult.

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 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.

Under no circumstances will staff members take pupils home themselves.

### 4. After-school club collection procedure

All extra-curricular activities will finish at 4.00pm unless otherwise communicated.

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.

Pupils who have not been collected following an after-school club will be taken to the school office and a member of staff will ring their parents/carers.

### 5. Late collection procedure

Parents/carers 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.

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.

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 Policy.

## 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 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.

If parents/carers 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 by ringing the school office.

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 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 three yearly basis by the headteacher and DSL.