



## **St Peter's C of E Primary Academy Mansfield**

### **Collecting Children from School Policy**

<b>Policy:</b>	<b>Collecting Children from School</b>
<b>Approved by:</b>	
<b>Date:</b>	<b>03.12.2025</b>
<b>Review Cycle:</b>	<b>Annually</b>

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Changes</b>
<b>Dec 2025</b>	<b>03.12.25</b>	<b>Joanna Kaluza</b>	<p>2 - changed times.</p> <p>2.11 - passwords given to the school office.</p> <p>4.2 - changed to 15 minutes.</p> <p>4.3 - changed to 15 minutes. Class teacher to check registers / clubs. Office staff to then check. Class teacher or office to then contact parents.</p> <p>4.6 - changed to 3:40pm.</p>

## Statement of intent

St Peter's CofE Primary Academy Mansfield believe it is essential to ensure all pupils are safe 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. This ensures the safeguarding and wellbeing of pupils.

The aim of this policy 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.

### 1. Legal Framework

1.1 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 (2021) 'Keeping children safe in education 2024'
- DfE (2017) 'Statutory framework for the early years foundation stage'
- DfE (2018) 'Understanding and dealing with issues relating to parental responsibility'

1.2 This policy will be used in conjunction with the following school policies:

- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Attendance Policy
- Non-collection of Children

### 2. General collection procedure

2.1 Parents will promptly collect pupils at the end of the school day which is:

- 3.15pm for F2 - Year 6
- 3.30pm for 30 hours nursery
- 2.30pm for 30 hours F1 children (3:30pm with the £5 lunchtime supplement paid)
- 11:30am for 15 hours nursery

2.2 Parents will wait in the school playground for their child to be dismissed.

2.3 Class teachers will dismiss pupils from the classroom door to the parents in the playground at the end of each day.

2.4 Staff members will supervise the class until all pupils have been collected, or left the school if they have permission to leave alone, accounting for the school's late collection procedure.

- 2.5 Sufficient staff to pupil ratios are met at all times during the collection process, including statutory ratios in relation to EYFS pupils.
- 2.6 Under no circumstances will staff members take pupils home themselves.
- 2.7 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 (cigarettes and vaping), no dogs to be brought onto the school site and swearing is not tolerated anywhere on the school premises.
- 2.8 Under no circumstances will children be released to a parent/carer/named emergency contact if any staff member suspects they are under the influence of alcohol or drugs. We will contact the next emergency contact if we feel this is the case. The school will discuss the incident with parent/carers and the DSL will consider if a MASH referral will need to take place.
- 2.9 Y5 and Y6 pupils will be allowed to walk home on their own as long as the class teacher has been informed **in writing** of this arrangement by the pupil's parents, prior to this commencing.
- 2.10 Staff members will not release a pupil if it is felt that the parents are not in a fit safety to ensure the pupil's safety or if the pupil shows signs of distress or anxiety. In these cases, the school Child Protection and Safeguarding Policy will be followed and children's social care, and the police if appropriate, will be contacted.
- 2.11 Pupils will only be permitted to leave the premises with adults who are registered with the school on the data form as a person with collection responsibility. If a parent requires the child to be collected by a different adult, a password must be given to the school office. Office staff will notify class teachers.

### **3. After-school club collection procedure**

- 3.1 All after-school clubs and extra-curricular activities will finish at 4.15pm (4pm during winter months) unless the specific letter states otherwise.
- 3.2 Parents will use the normal collection procedure, as outlined in section 2, when picking up children from after-school clubs.
- 3.3 Where after-school club provision is provided by an external organisation, it is 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.
- 3.4 Pupils who have not been collected within 10 minutes of an after-school club ending will be escorted to the Wraparound Club where the late collection procedure will be followed. A £6.50 per child fee will be charged.
- 3.5 Pupils who have not been collected from wraparound club will be charged £3 for every 5 minutes of non-collection, see Wraparound Club Policy.
- 3.6 Where children have not been collected at the end of an after-school club or wraparound club, the Non-Collection of a Child Policy will be followed.

#### **4. Late collection procedure**

- 4.1 Parents will notify the school at the first possible opportunity if they believe they will be late to collect their child.
- 4.2 The school allowed for a 15-minute window of late arrival.
- 4.3 If a pupil has not been collected 15 minutes after the specified collection time, the class teacher will check club registers on Arbor. If the child is not on a register, a staff member will escort them to the Garden Room. A member of the office team will double check the registers. Class teacher or office staff to then contact parents. At this point, the pupil will be collected from the school office.
- 4.4 If the pupil's parents cannot be reached via the contact number provided, emergency contacts will be phoned.
- 4.5 The school will continue to try and contact the parents.
- 4.6 If parents or emergency contacts have not collected by 3.40pm, the child will go to Wraparound care and be charged £6.50 per child.
- 4.7 All staff members, including those in charge of after-school activities, are aware of the school's internal procedure for late collection and will ensure that the situation is resolved whilst causing as little distress to the pupil as possible.
- 4.8 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.
- 4.9 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.
- 4.10 If the parents cannot be contacted, the non-collection procedure will be followed as outlined in the Non-collection of Children policy.

#### **5. Recurrence of late collection**

- 5.1 The length and frequency of late collections are monitored by the school.
- 5.2 Concerns regarding a pupil's safety and welfare associated with the late collection will be dealt with in accordance with the school's Child Protection and Safeguarding policy.
- 5.3 The school will keep a record of incidents on CPOMs where parents are late with no reasonable explanation.
- 5.4 In the case of three late collections within a term, parents will be invited for a discussion about their circumstances.

#### **6. Collecting a child on someone's behalf**

- 6.1 The school never releases a pupil into the care of another adult who is not a named family member or named emergency contact without the consent of their parents. Passwords are set up for this reason. 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.

6.2 The school will not accept a list of people who may collect the pupils as a substitute to calling the school office and informing the school directly of the change in collection.

6.3 In accordance with NSPCC guidelines, pupils may be collected by a pupil aged 14 or older. If parents wish for a child under the age of 14 to collect, they must provide the details of the child in writing, stating that they take full responsibility for the child collecting the pupil in school.

6.4 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, this must be put in writing to the school via letter, email or telephone call. A password must be given.

6.5 A password will be requested by both parties to ensure the identity of the person collecting the pupil is the individual arranged by the parent.

6.6 Staff members who are unsure of an adult's identity will ask to seek clarification.

6.7 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 will be contacted for further advice.
- A member of 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.

6.8 Under no circumstances will a pupil be allowed to leave the school with someone if they are showing signs of distress or anxiety as a result of their presence.

## **7. Non-collection Procedure**

7.1 Follow the procedure outlined in the [Non-collection of Children policy](#).

## **8. Early collection of children during the school day**

8.1 If a child needs to be collected during the school day, this must be arranged via the school office either in person or by telephone.

8.2 If a child is required to leave before the end of the school day, medical evidence will be required, e.g. appointment card, medical letter.

## **9. Monitoring and review**

9.1 Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and amended where necessary.

9.2 This policy will be reviewed on an annual basis by the Headteacher.