



COLLECTING CHILDREN FROM SCHOOL

Statement of Intent

Meadow Farm Community Primary 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.

Implementation of the policy

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 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:

Section 175 of the Education Act 2002

DfE (2021) 'Keeping children safe in education 2021'

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

Child Protection and Safeguarding Policy

General collection procedure

Parents will promptly collect pupils at the end of the school day, which is 3:15pm, from their classroom doors. 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.

Pupils will be allowed to travel home on their own as long as the headteacher has been informed of this arrangement by the pupil's parents, prior to this commencing. Pupils are only allowed to travel home on their own if they are in years 5 or 6. See Appendix 1. 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.

Under no circumstances will staff members take pupils home themselves.

After-school club collection procedure

All after-school clubs and extra-curricular activities will finish at 4:15pm.

Parents will collect their children from the main office area.

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.

Pupils who have not been collected following an after-school club will wait in the school office area with a member of staff.

Late collection procedure

Parents 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 15-minute window for late arrival. If a pupil has not been collected 15 minutes after the specified collection time, a staff member will escort them to the school's office area 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 below.

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.

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.

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, a letter will be sent home to the parents inviting them to a discussion about their circumstances.

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 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 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 must notify the school in writing or telephone the school office.

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

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 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.

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 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.

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.

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

Policy prepared by: Samantha Eyre, Headteacher

Date prepared: October 2024

Date ratified by the Resources Committee: 23.10.24



Signed:

Mrs C Lloyd 23.10.24

(Chair of the Resources Committee)



Signed:

Mrs S Eyre 23.10.24

(Head Teacher)

Review date: October 2027

Appendix 1

Travelling alone request form

Please note, only pupils in Years 5 and 6 will be considered for travelling alone to and from school. On completion of this form, please return it to the school office – the headteacher will contact you with their decision in writing within one week of receiving this form.

Date:	
Parent name:	
Pupil name:	
Pupil year:	
Pupil class name:	
Pupil class teacher name:	

I, _____ (name of parent), request permission for my child, _____ (name of child), to travel to and from school alone.

Emergency contacts

Name of contact 1:	
Relationship to pupil:	
Contact number 1:	
Alternative contact number 1:	
Name of contact 2:	
Relationship to pupil:	
Contact number 2:	
Alternative contact number 2:	

I can confirm that:

- I have read and fully understand the procedures outlined in the school's Travelling From School Alone Policy.
- I understand the headteacher considers requests on a case-by-case basis and requesting permission does not automatically enable my child to travel to and from school alone.
- My child is competent to travel to and from school alone.

- I have a responsibility to outline an identified route for my child and ensure my child sticks to this route.
- I have a responsibility to ensure my child arrives to school on time when travelling alone.
- I understand the headteacher has the right to withdraw their permission for my child to travel to and from school alone at any time.
- I understand that staff members will only allow my child to travel to and from school alone if they are identified on the register.
- I understand if any staff member has a concern about the safety and welfare of my child, they may refuse to allow them to leave the school premises and travel alone.
- I am required to inform the headteacher if I wish to withdraw my permission for my child to travel to and from school alone.
- The responsibility for my child lies with me when they are on the way to, or have left, the school premises.

Signed: _____ **Date:** _____