Safe Collection of Children Policy

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Approved by Governing Body	9 February 2026
Review Date	January 2027
First Version Date	Unknown
Version	2

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Statement of Intent

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. In the event that a child is not collected by an authorised person at the end of the school day the school puts into practice agreed procedures.

Aim

The end of the school day is a busy time, and our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely. The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children leaving the school premises. In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform
parents/carers of our procedures so if they are unavoidably delayed, they will be aware of procedures being followed.

The Authorised Adult

The Authorised Adult must be a responsible person aged **16 years or over**. The person may be a:

- Parent/Carer
- Family member
- Child minder
- Neighbour
- Someone over the age of 16 who has the parent/carer's written permission to collect the child from school. Verbal consent can be accepted in emergency situations.

Methods

Parents/carers of children in our school are asked to provide specific information at the beginning of each academic year which is kept in our data file in the office including:

- Home address and telephone number of parents/carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Emergency contact details
- Names and telephone numbers of adults who are authorised by the parents/carers
- to collect their child from the school i.e. child-minder, relative
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child If there are any changes to any of the above, we ask that the school office is notified immediately. When there is a change to the end of the day arrangements, we ask that parents inform either the school office or the class teacher as soon as possible.

Safe Collection

School finishes at **12.00pm morning sessions, 3.45pm afternoon sessions/30 hours provision and 4.30pm Afterschool club**
All children in Nursery wait inside the building and are handed over individually to their authorised adult. If you make arrangements for your child to be collected by another adult, it is important you ring school and inform the staff of these arrangements. Any unknown person collecting children will be challenged by staff and permissions checked with parents/carers. We will also check that children are happy to be handed over to these individuals and that they are known to them.

Other safety issues

Parents are responsible for ensuring that their children do not access or use any areas of the school site that are prohibited. This includes playing on any outdoor playground equipment such as bikes, scooters stored in the bike shed.

Communication

As always, good communication between home and school is vital so please let us know ASAP if there are any changes to your normal drop off and collection routines. Particularly if you will be late to collect

your child at the end of the school day and please remember that it is a parent's responsibility to ensure children travel to and from school safely. Please talk to your children about staying safe.

When children are not collected

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon a possibly to notify us that you may be late. If we receive no such message, the following procedure would be followed:

- The child will remain with their class teacher/TA until their adult arrives.
- If their adult is late (beyond 15 minutes), they will return into the building with their teacher and
- wait near the main office while the staff try to contact parents/carers.
- We inform parents that if children are not collected at the end of the day, we follow the following procedures:
    - Messages are checked to see if there are any changes to the end of session arrangements
    - Parents/carers are contacted at home or work
    - If this is unsuccessful other authorised adults are contacted
    - In the meantime, the child will wait at the main office entrance under adult supervision

Where NO authorised adult can be contacted.

- Staff will supervise children until collection. If the child (ren) has not been collected after half an hour, (12.30pm/4.15pm/5pm) and no contact has been made or arrangements agreed we will follow our Child Protection Procedures and contact the Local Safeguarding Team.
- The Safeguarding Team will aim to locate the parent/carer or relative. If they are unable to do so the child may be placed into the care of the Local Authority.
- The school will deliver a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child.
- A full report of the incident will be written and placed in the child's school file.

This policy will apply to all children within our school. It will be reviewed annually.

If we do not receive a message directly from you or this person does not know the correct password, we will not hand over your child.
Once a child has been handed over to a responsible adult, they are no longer the responsibility of the school.
We ask parents/carers to remain vigilant after collecting their child to ensure they Leave the school premises safely.
It is the responsibility of the adult collecting the child to communicate to parents/carers in cases where/when a child has been injured or endangered between their release from the nursery to their care.

Version Control and Change History

Version Control	Review Date	Amendment
1	January 2026	Font and format updated; collection times updated to include afterschool club