



Pupil Collection Policy

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Organisation	Heathfield Primary and Nursery School	Version date	Summer 2024
Owner	L. Battison	Approved by (If applicable)	
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Document Version History	
Revision date	Summary of changes
July 2024	New policy to include collection arrangements including protocol for late collection and non-collection to keep children safe. To be used in conjunction with the Walking To and From School Policy.

Statement of Intent

Heathfield Primary and Nursery School is committed to ensuring the safety of all pupils as the travel to and from school. 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. Procedures relating to pupils leaving school independently and travelling to and from school are covered in the school's Travel to and from School Policy.

1. Legal framework

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

- Education Act 2002
- The most recent DfE 'Keeping children safe in education'
- 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 and Safeguarding Policy

2. Roles and responsibilities

The Co-Headteachers will be 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 co-ordinate an effective response.

Staff will be responsible for:

- Ensuring all pupils are collected safely at the end of the school day by a known adult.
- Being wary of suspicious behaviour at the school gates.
- Monitoring the behaviour of pupils as they leave the school.

Parents 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.
- Communicating to the school if they are going to be late to drop off or 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 will promptly collect pupils at the end of the school day, which is **11:40am** for morning Nursery sessions and **3:15pm** for all other pupils.

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.

Year 6 pupils may be allowed to travel home on their own as long as this has been agreed by the Co-Headteacher via the request form (**Travel to and From School 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. 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.

In exceptional circumstances and with parental consent, a member of staff may walk a child home. The staff member will not enter the property.

4. After-school club collection procedure

All after-school clubs and extra-curricular activities finish before 4:30pm.

Parents 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.

Pupils who have not been collected following an after-school club will be supervised by school staff until the parent arrives. If parents are late to collect their children without earlier notification, the parent will be a risk of a fine to cover the cost of staff supervision until the child is collected.

5. Late collection procedure

Parents will notify the school at the first possible opportunity if they believe they will be late to collect their child at 11:40am or 3:15pm

Any pupils not collected at 3:15pm will be moved to the central meeting point at the office so parents can be contacted. If children are not collected by 3:30pm and school has not had any contact with a parent then a fine will be incurred to cover the cost of the supervision provided.

If the pupil's parents cannot be reached via the contact details provided, all 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 in the '[Non-collection procedure](#)' section of this policy.

The school will hold at least two emergency contacts for each pupil and more than two if 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.

6. Recurrence of late collection

The length and frequency of late collections are monitored by the school. All late collections will require the child to be signed out on the Inventory screens in the Main Reception area. 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 collections, where no reasonable explanation has been given, the parent will be invited in for 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, including the school's right to enforce a penalty charge.

The school will charge a **£15** fine for parents who are late to collect their child more than **three** times a **term** without a reasonable explanation.

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.

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 deemed to be responsible enough by the parent.

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 will notify the school and give a password to share for collection. A password will 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.

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

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 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.

8. Non-collection procedure

If a pupil has not been collected on time and the late collection protocol has been followed, 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 by 4:15pm, 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/DSL will stay with the pupil until children's social care arrives. This will be recorded on MyConcern.

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.

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 annual basis by the Co-headteacher and DSL. Any changes made to this policy will be communicated to all staff and parents.