

# Vaughan Primary School



## Collection of Children Policy

Date policy last reviewed:	Spring 2025
Date of next review:	Spring 2027

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## Statement of intent

Vaughan 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.

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.

## 1. Legal framework

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

- Education Act 2002
- 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 but not limited to:

- Health and Safety Policy
- Extended Services Policy – to be introduced Summer 2025
- Child Protection and Safeguarding 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.
- 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 coordinate an effective response.

Staff will be responsible for:

- Ensuring all pupils are collected safely at the end of the school day.
- Being wary of suspicious behaviour at dismissal.
- Reporting any safeguarding concerns identified during the end of the school day to the DSL or DDSs in the absence of the DSL.

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.
- Informing the school 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 if they are in Year 5 or Year 6.

### 3. General collection procedure

Parents will promptly collect pupils at the end of the school day, which is 3:25pm, from the class door (Reception, Year 1 and Year 2), playground (Year 3, 4, and 5), back gates (Year 6). Parents will be made aware of what is expected of their behaviour when they are collecting pupils as per the Parent Code of Conduct policy.

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.

Parents will be advised to be mindful of where they are parking when collecting their children so as not to disrupt traffic or block access. Additionally, parents will not leave their vehicles idling whilst waiting to collect their children.

Pupils will be allowed to travel home on their own if they are in Year 5 or Year 6 as long as written permission has been granted by parents – see Appendix A. The office will require 5 school days' notice from receipt of this written permission to process and update the school's management information system and inform relevant staff.

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 as per the school's management information system.

#### 4. After-school club collection procedure

Extra-curricular activities run by school staff will finish at 4:15pm.

Extra-curricular activities run by external agencies will finish at 4:30pm.

Wrap around care provision will finish at 6.00pm for registered attendees.

Parents will follow the collection procedures as identified in the club letter that goes out to successful applicants before the club commences.

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. Under a data sharing agreement, these providers may share with the school any safeguarding concerns they may have.

Pupils who have not been collected following an extra-curricular club will be escorted to the school office.

#### 5. Late collection procedure

Parents will notify the school by 2.45pm if they believe they will be late to collect their child.

The school will allow for a 10 minute window for late arrival. If a pupil has not been collected 10 minutes after the specified collection time, a staff member will escort them to the school office 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 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 extra-curricular clubs, 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 will be 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.

Parents will be made aware of the arrangements that may be put in place if they continue to collect their child late such as referring to Children's Services.

## 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 written consent of their parents.

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.

Pupils may be collected from school by an older sibling if the sibling is aged 16 or older as per the recommendations made by both the NSPCC and The Royal Society for the Prevention of Accidents.

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 in writing.

In an emergency, verbal consent may be given for an agreed person to take their child home. This will be recorded, and a written confirmation will be sent to the parents confirming that the arrangement was made at their request. 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 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

## 8. 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 4.15pm/4.30pm if it was pre-arranged for a pupil to attend an extra-curricular school club or 6.30pm if your child is in the school's paid wrap around care provision– 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.

## 9. Monitoring and review

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

This policy will be reviewed on a bi-annual basis by the SLT. The next scheduled review date for this policy is Spring 2027.

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

**Appendix A**

**Parental Permission Slip for Year 5 and Year 6 Pupils**

Child's Name..... Class.....

- I have given express permission for my child(ren) to walk home from school.
  
- I have risk assessed this activity and confirmed that
  - My child knows their full name, address and details of two family members phone numbers (including their home telephone number)
  - I have taught my child(ren) never to go off with anyone, not even someone they know, unless they're able to contact me to check it is ok
  - I have taught my child(ren) how to cross roads safely, explaining how to stop, look and listen and find the safest places to cross
  
- I have judged my child(ren) to be competent to complete the journey independently

Name of Parent/Carer .....Date.....

Parent/Carer Signature.....