Collecting Children from School Policy

DRYBROOK SCHOOL

Policy name	Collecting Children from School Policy
Version date	December 2025
Owner	TH
Approval date	2nd December 2025
Approver	Local Governing Board
Review frequency	Tri-Annually
Review date	2nd December 2028

Statement of intent

Drybrook believes 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, to ensure the safeguarding and wellbeing of pupils.

The aim of this policy is to:

1. Keep pupils safe.
2. Ensure all staff members are aware of the correct procedures for the end of the school day.
3. Make parents aware of the expectations regarding collecting children.
4. Highlight the importance of parent-school communication.

Legal framework

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

1. Section 175 of the Education Act 2002: Education Act 2002, Section 175
2. DfE (2023) 'Keeping children safe in education': Keeping children safe in education
3. DfE (2021) 'Statutory framework for the early years foundation stage': Early years foundation stage (EYFS) statutory framework
4. DfE (2018) 'Understanding and dealing with issues relating to parental responsibility': Understanding and dealing with issues relating to parental responsibility

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

Charging and Remissions Policy
Behaviour Policy
Attendance Policy

1. Health and Safety Policy
2. Child Protection and Safeguarding Policy

General collection procedure

1. Parents will promptly collect pupils at the end of the school day, which is 3:15 for all pupils unless children are attending extra-curricular activities.
2. Parents will wait by the designated door for their child to arrive.
3. Class teachers will escort pupils to the relevant doors at the end of each day.
4. Staff members supervise the designated doors until all pupils have been collected, accounting for the school's late collection procedure.
5. Sufficient staff to pupil ratios are met at all times during the collection process, including statutory ratios in relation to EYFS pupils.
6. Under no circumstances will staff members take pupils home themselves.

Walking Home Alone (Year 6 Only)
Only pupils in Year 6 may walk home alone during daylight hours. Parents/carers must give written permission in advance. Parents should consider maturity, road safety awareness, behaviour outside school, and ability to seek help. The school may refuse permission if unsafe or not in the child's best interests.

Pupils walking home alone must leave the school site promptly and make their way directly home.
EYFS Collection
In line with statutory EYFS requirements, EYFS pupils must always be collected by a known adult.
EYFS pupils cannot walk home alone.
EYFS pupils must not be released to siblings, even if they are aged 16 or over.
Responsibility Once Off-Site
Once a pupil has been handed over at the designated collection point, parents/carers assume responsibility for their child's safety outside the school premises.

7. Parents/carers must follow the school's expectations for onsite conduct: Drybrook is a smoke-free site, swearing is not permitted, and children must be supervised at all times.
8. 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.
9. Pupils will only be permitted to leave the premises with adults who are registered with the school as a person with collection responsibility or the parent/carer has contacted school giving them the name of who is collecting and a password.

After-school club collection procedure

If parents are late and the child is moved into paid after-school care, the usual charging procedures will apply in line with the school's charging policy.

1. Parents will use the normal collection procedure, as outlined in section 2, when picking up children from after-school clubs.
2. 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. Pupils who attend the school's after-school care club, which parents are charged for, will be collected from the Willow Nursery.
4. Pupils who have not been collected following an after-school club will be escorted to the school's paid-for after-school care club.
5. If parents are late to collect their children following an after-school club, which results in the pupils attending the after-school care club, parents will be charged in accordance with the school's charging policy.

The school will not release a pupil to any adult who is visibly under the influence of alcohol or drugs. In such cases, safeguarding procedures will be initiated.

Late collection procedure

Parents/carers must notify the school as soon as possible if they know they will be late. Failure to notify may trigger safeguarding procedures.

1. If a pupil has not been collected 10 minutes after the end of the school day, the class teacher will escort them to the school office.
2. The school office will attempt to contact the pupil's parents using the contact details provided to the school.
3. If the school office is unable to contact the pupil's parents, they will attempt to contact the emergency contacts provided by the parents.
4. If the school is unable to contact any of the pupil's emergency contacts, the headteacher will be informed.
5. The headteacher will decide on the appropriate course of action, which may include contacting the local authority's children's services.
6. If the pupil is collected within 30 minutes of the end of the school day, the parents will be reminded of the school's collection procedures and the importance of collecting their child

on time.

7. If the pupil is not collected within 30 minutes of the end of the school day, the headteacher will decide on the appropriate course of action, which may include contacting the local authority's children's services.
8. The school will keep a record of all incidents of late collection, including the date, time, and action taken.

Recurrence of late collection

1. If a pupil is collected late on more than three occasions in one term, the headteacher will arrange a meeting with the pupil's parents to discuss the reasons for the late collection and to remind them of the school's collection procedures.
2. If the pupil continues to be collected late after this meeting, the headteacher will decide on the appropriate course of action, which may include referring the matter to the local authority's children's services.

Separated Parents
Where separated parents disagree about collection, the school will follow court orders. Without an order, school will act in the child's best interests and may seek Local Authority advice.
The school cannot mediate between parents in disputes about collection unless directed by a court order.
Notifying the School of Collection Changes
Parents/carers must inform the school office of any changes to collection arrangements by telephone, email, or direct conversation with staff. Messages via other parents or children cannot be accepted.

Collecting a child on someone's behalf
A 'known adult' refers to someone listed on the school's approved collection list or confirmed directly by parents/carers on the day.

1. If someone other than the pupil's parents is collecting the pupil, the school must be informed in advance. The person collecting the pupil must be at least 16 years old.
2. The person collecting the pupil must be able to provide the password set by the pupil's parents.
3. If the person collecting the pupil is not known to the school, they will be asked to provide photographic identification.
4. If the school has not been informed that someone other than the pupil's parents is collecting the pupil, the school will not release the pupil until they have contacted the pupil's parents to confirm the arrangement.

Non-collection procedure

1. If a pupil has not been collected 30 minutes after the end of the school day, and the school has not been informed of any changes to the collection arrangements, the school will implement the non-collection procedure.
2. The school office will attempt to contact the pupil's parents using the contact details provided to the school.
3. If the school office is unable to contact the pupil's parents, they will attempt to contact the emergency contacts provided by the parents.
4. If the school is unable to contact any of the pupil's emergency contacts, the headteacher will be informed.
5. The headteacher will decide on the appropriate course of action, which may include

contacting the local authority's children's services.

Monitoring and review

1. This policy will be reviewed tri-annually by the headteacher.
2. Any changes to this policy will be communicated to all staff and parents.
3. The effectiveness of this policy will be monitored by the headteacher and any necessary changes will be made as a result of this monitoring.
4. This policy will be approved annually by the Local Governing Board.