

Our Lady & St Paul's R.C. Primary School

A Voluntary Academy



Collecting Children from School Policy

This policy is reviewed every two years by the Governors.

History of Document

Issue No	Author/Owner	Date Written	Approved by Governors	Comments
1	Marie Gavin	January 2019	February 2019	
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1.3	Marie Gavin	February 2025	February 2025	

"If I am without love, I am nothing." 1 Corinthians 13:2

Mission Statement

"If I am without love, I am nothing." 1 Corinthians 13:2

At Our Lady and St Paul's we encourage each other to love, learn and live as friends of Jesus Christ.

We aim...

- to encourage every member of our school community, children and adults, to grow in faith.
- to encourage a love for learning and a thirst for knowledge to enable all children to reach their full academic potential.
- to encourage our children to grow and develop their talents, skills and enquiring minds.
- to encourage our school community to have trust, respect and love for everyone.

We will achieve this by...

- providing opportunities for prayer, worship and Religious Education.
- providing an engaging curriculum which will inspire lifelong learning.
- providing opportunities for children to have enriching experiences beyond the classroom.
- providing opportunities for our school to reach out and embrace the parish and wider community.

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Statement of intent

Our Lady & St Paul's 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:

- 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

- 1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:
 - Section 175 of the Education Act 2002
 - DfE (2024) 'Keeping children safe in education'
 - DfE 'Statutory framework for the early years foundation stage' Updated 2024
 - DfE 'Understanding and dealing with issues relating to parental responsibility' Updated 2023
- 1.2. This policy will be used in conjunction with the following school policies:
 - Morning and Aftercare Policy
 - Child Protection and Safeguarding Policy

2. General collection procedure

- 2.1. Parents will promptly collect pupils at the end of the school day, which is:
 - 3:15 pm for KS1 and KS2 pupils
 - 3:00 pm for Nursery pupils
- 2.2. Parents in KS1 will wait at the front of the school for their child. Parents of KS2 children will wait in the lower playground for their child at the rear of school.
- 2.3. Class teachers will escort pupils into the agreed playground at the end of each day.
- 2.4. Staff members supervise the playground until all pupils have been collected, accounting for the school's late collection procedure.
- 2.5. Parents are aware of what is expected of their behaviour when they are collecting pupils, e.g. that the school is a smoke-free zone and dogs are not allowed.
- 2.6. Pupils in Y6 will be allowed to walk home on their own as long as the class teacher and school office have been informed of this arrangement by the pupil's parents, in writing, prior to this commencing.
- 2.7. 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.
- 2.8. Pupils will only be permitted to leave the premises with adults who are registered with the school as a person with collection responsibility.

3. After-school club collection procedure

- 3.1. All after-school clubs and extra-curricular activities will usually finish at 4.15pm.
- 3.2. Parents of children who are at an afterschool club or extra-curricular activity should collect their child at the front office. All children should be signed out by the afterschool club or activity leader.
- 3.3. Pupils who attend the school's after-school care club, which parents are charged for, will be collected from either the nursery entrance or the front office. All pupils should be signed out by the pre-arranged person who is collecting them.
- 3.4. Pupils who have not been collected following an after-school club will be escorted to the school's after-school care club.
- 3.5. If parents are late to collect their children, which results in the pupils attending the school care club, parents will be charged in accordance with the school's Morning and Aftercare Policy.

4. Late collection procedure

- 4.1. Parents will notify the school at the first possible opportunity if they believe they will be late to collect their child.
- 4.2. If a pupil has not been collected from the school playground, a staff member will escort them back to their classroom for the teacher to contact the parent/carer. If contact cannot be made or parent/carer informs school they are going to be late, the pupil will be taken to after-school care.
- 4.3. If the pupil's parents cannot be reached via the contact number provided, emergency contacts will be phoned.
- 4.4. The pupil will join the after-school care club and the parents are liable to pay the cost for this service.
- 4.5. All staff members, including those in charge of after-school activities, are 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.

5. Recurrence of late collection

- 5.1. The length and frequency of late collections are monitored by the school office who make a note of late collections.
- 5.2. 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.

- 5.3. The school will keep a record of incidents where parents are late with no reasonable explanation.
- 5.4. 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.
- 5.5. 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.
- 5.6. The school will charge a fine of £5.00 per occurrence for parents who are regularly late to collect their child without a reasonable explanation.

6. Collecting a child on someone's behalf

- 6.1. 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/carers.
- 6.2. 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.
- 6.3. 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.
- 6.4. **Siblings:**
 - All pupils in EYFS must be collected by an adult (aged 18 years or over)
 - All pupils in KS1 must be collected by an adult (aged 18 years or over)
 - All pupils in KS2 must be collected by a person aged 13 years or over
 - A pupil who attends Our Lady and St Paul's Primary school will not be allowed to collect and take a younger sibling home from school.
- 6.5. 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, **this must be pre-arranged via telephone/email or letter.** This list should include siblings.
- 6.6. Verbal consent must include a full physical description of the person, unless already known to the school.
- 6.7. 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.
- 6.8. Staff members who are unsure of an adult's identity will ask to see identification.

- 6.9. 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.
- 6.10. Under no circumstances will a pupil be allowed to leave the school with someone if they are showing signs of distress or anxiety.

7. Non-collection procedure

- 7.1. The school will continue to try and contact the parents and named emergency contacts in the event of a non-collection.
- 7.2. A detailed record of the action taken, and the calls made, will be kept.
- 7.3. Under no circumstances will staff members go and look for the parents.
- 7.4. A staff member will supervise the pupil at all times.
- 7.5. 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 after a pre-arranged afterschool club or activity– the school's child protection procedure will be followed and children's services and the police will be contacted.
- 7.6. A member of staff will stay with the pupil until children's services arrives.
- 7.7. 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.

8. Monitoring and review

- 8.1. Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and amended where necessary.
- 8.2. This policy will be reviewed every two years by the Headteacher and DSL.
- 8.3. Any changes made to this policy will be communicated to all teaching staff and parents.

Letter to Parents: Collecting Pupils from School



Our Lady & St Paul's R.C. Primary School

"If I am without love, I am nothing." 1 Corinthians 13:2

Dear Parent/Carer

RE: Collecting pupils from school

I am writing to you today with regards to the pupils who are being collected late from school, being collected by other people than those specified and who are occasionally uncollected altogether. I would also like to draw your attention to our collecting pupils from school policy, which is available on our website.

I would first like to take this opportunity to thank those parents who abide by the school's policy for collecting pupils from school.

Our school has a Collecting Children from School Policy, which I have included with this letter for parents to review. Despite this, it has come to my attention that some parents are not following the procedures that are in place. It is for this reason that I would like to take the opportunity to explain the importance of the school's Collecting Children from School Policy and why there is a need for consistent procedures to be established and adhered to.

Through this letter, I hope to provide clarification on the school's procedures for collecting your children, and avoid any confusion, inconvenience and frustration in the future. I urge parents to read the contents of this letter thoroughly.

At our school the safety of your children is of the utmost importance to us, which is why we have the following procedures in place.

Running late

If, when coming to pick your child up from school, you are running late, I ask that on each separate occasion you ring the school office on **01706 360 827** and inform the school that you are running late and when you can be expected at the school. We also ask that you be mindful of the time at which you notify the school; wherever possible, we ask parents to notify the school no later than **30 minutes** before the specified collect time.

If applicable, please also name the person who will be collecting your child on your behalf. The school may ask you for a description of the individual that you have stated if they are unknown to the school. Additionally, we may request that a password is put in place, for us to ask the individual who comes to collect your child. Pupils of the school will not be released from the school unless staff are

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completely satisfied that they are safe. When parents are not at the school on time to collect their children, pupils will be brought to the school office by their class teachers and then taken to aftercare.

Recurring late pick-ups

As our policy states, the length and frequency of late collections are monitored by the school, and any concerns regarding a pupil's safety that may be associated with late pick-ups will be appropriately addressed by the school's Designated Safeguarding Lead, where applicable.

A record is kept of incidents where parents are late with no reasonable explanation, and the school may charge a fine for parents who are late to collect their child or charge for the time their child was placed in aftercare. In addition, the school may send parents a letter inviting them to a discussion about their circumstances and any arrangements that can be made to assist the parents.

Non-collection

It is unfeasible to expect school staff to watch pupils after the end of the school day. A section pertaining to non-collection can be found in the Collecting Children from School Policy and should be read with care.

A member of staff will supervise the pupil and the school will try to contact parents, and other listed emergency contacts, in the event that a child is uncollected from the school. If no contact can be made and no specified adult (someone that has been approved to collect the pupil) has come to collect the pupil within an hour of the original collection time, the school will have no alternative but to follow their child protection procedures and contact children's services or the police.

Collecting a pupil on someone's behalf

The school will never, under any circumstances, allow a pupil to leave the premises with an adult who has not been specified as someone with responsibility for collecting the pupil. If there is a change in who will be coming to collect a pupil, this **must be communicated to the school**, where a description of the person and possibly a password will be asked of you, to ensure your child's safety.

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. Having a list of potential adults who may or may not be collecting a pupil is a gateway to confusion and inconsistencies, which is where mistakes can be made.

If you are running late, or due to some other unforeseen circumstances, please ring the school office on 01706 360 827 to inform us who will be collecting the pupil on your behalf and please be ready to provide a description of the individual as well as a password.

It should also be noted that the school may ask the individual who is collecting the pupil for proof of identification, and they should be ready to provide this.

Finally, please have the same consideration for the above when your child is attending an after-school club – the procedures outlined in this letter and in the included policy are still enforced and should still be followed. Pupils must be signed out of afterschool clubs or activities and aftercare.

I understand that sometimes emergencies happen which may make the above procedures seem cumbersome; however, I would like to reassure you that the school has these procedures in place for the sole purpose of protecting the pupils of the school. The whole school appreciates your cooperation with following these procedures and we will be understanding of valid explanations and emergencies.

If you have any queries in regards to this letter, you are welcome to email:

office@olsp.stoccat.org.uk

Thank you for taking the time to read this letter. I would also like to reiterate my thanks to the vast majority of parents who follow the school's procedures.

Yours faithfully

Mrs M Gavin
Headteacher

Please complete the slip below and return to Mrs Ahern in the school office.

Non-collection of Pupil Letter Template



Our Lady & St Paul's R.C. Primary School

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Dear Parent/Carer

RE: Non-collection of pupil

As you are aware, **name of child** was not collected from school on **day/date** and we were unable to contact you, or the emergency contact, via the details you provided to the school.

I would like to remind you that, in the event of non-collection of a pupil, Our Lady & St Paul's must work in accordance with child protection procedures. For this reason, children's services and the police were made aware of the situation on **date**.

I hope the reasons for the late collection of your child are not serious, but I encourage you that if you are experiencing difficulties collecting your child on time, or arranging transportation for them, please do come in and speak to either myself or your child's teacher and we can discuss ways in which we may be able to help.

Yours faithfully

Mrs M Gavin
Headteacher

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