

# Policy for The Collection of Children



Reviewed by Jodie Cooper

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# Collection of Children Policy

## Collection of Children in EYFS, Key Stage 1 and Key Stage 2

### Expectations

- Children must be collected promptly at the end of the school day by an adult **known to school staff**. Children cannot be collected by anyone under the age of 16, unless they have walk home alone permission.
- Children in **Key Stage 2** may walk home **only if written parental consent has been provided and approved by the school**.
- The school will not release a child if there are **any safeguarding concerns**, even if an adult claims permission.

### Procedure

- At the end of the school day, staff will call children individually when a **known adult** is present.
- Staff will ensure that each child goes directly to their named adult **before calling the next child**.
- Staff must have access to the **authorised adults and password list** at all times during dismissal.
- Children in **Key Stage 2** with written permission to walk home will only be allowed to leave once a member of staff has confirmed permission and granted approval at the exit point.

## Collection by a new adult

### Expectations

Children should only be collected by adults known to staff unless prior arrangements have been made.

### Procedure

- Any adult unfamiliar to staff must provide the **correct password**, which must have been set by the parent/carer in advance.
- Parents and carers must inform the school **before the end of the school day** if a different adult will collect their child.
- Notification must be made via:
  - The school office
  - Email
  - Direct communication with the class teacher

Children will **not** be released if:

- No prior notification has been received, or
- The password is not provided or is incorrect

## Failure to collect your child

### Expectations

Children are expected to be collected from;

Pre School 3:30pm

Reception 3.15pm

Year One 3.15pm

Year Two 3.15pm

Year Three 3.15pm

Year Four 3.15pm

Year Five 3.15pm

Year Six 3.15pm

If a parent/carer knows they are going to be late it is expected for them to ring the school to notify the relevant staff.

### Late Collection Procedure

- Children will remain with their class staff for up to 5 minutes while awaiting collection.
- If a child has not been collected after 5 minutes, they will be taken to the designated after-school provision area / year-group bubble.
- School staff will attempt to contact parents/carers using the emergency contact numbers provided.
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Children will only be released to:

- An authorised parent/carer
- A known adult
- An adult who provides the correct password

### Escalation Procedure

- If no contact has been made within 30 minutes after the end of the school day:
  - A member of the Senior Leadership Team (SLT) will be informed immediately.
  - SLT will continue attempts to contact emergency contacts.
- If no contact can be made, Family Connect / Children's Services will be informed in line with safeguarding procedures.

At all times, children will be:

- Supervised by school staff
- Kept safe and reassured
- Never sent home unsupervised

### **Safeguarding Statement**

The school has a duty of care to ensure that every child is collected safely. This policy supports our safeguarding responsibilities and should be read alongside the Safeguarding and Child Protection Policy.