



The Federation of Sacred Heart & St Mary's RC Primary School, Battersea

CHILD COLLECTION POLICY

Approved By	Governors
Reviewed On	March 2026
Review Due	March 2028
Review Cycle	Biennial

Introduction

It is essential that the school ensures all children leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for a child after school. Sometimes there will be 'one-off' arrangements. For this reason, we have set out clear procedures which all staff and parents/ carers must adhere to.

Procedure for Dismissal of Pupils at the End of the School Day

Ensuring that pupils are passed into the care of their adults safely at the end of the day is a vital part of keeping our children safe. It is important that staff are fully focused on ensuring that processes are followed. Parents and carers will often attempt to speak with staff during the dismissal process and it is important that staff are confident in advising adults to wait until all children are safely dismissed before engaging in conversation with them. All staff should remain vigilant and should share any concerns around the safety or effectiveness of procedures with SLT immediately.

Where a parent / carer is unable to collect their child and are nominating a friend or relative who is unknown to us to do so on their behalf, the school office must be notified in writing via email at least 30 minutes in advance.

Staff will Not Release a child to any known or unknown Adults without Authorisation

For children with special educational needs, we will make our decisions regarding collection and/ or going home alone on an individual basis, taking the child's individual needs in to account.

Children Travelling Home Independently

Children in Years 5 and 6 are allowed to leave school independently provided parental consent has been given in writing. The school keeps a register of children who have permission to travel to and from school independently which is shared with the child's class teacher. This permission only applies to children leaving school at the end of the school day. Any child leaving school early (e.g. for medical reasons) must be collected by a responsible adult.

Children who travel home independently are expected to leave the site promptly and go straight home. There should be no lingering around the school site once the school day has finished.

Parental Responsibility

The school acknowledges that those with Parental Responsibility have a legal right to collect their children which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.

Our Expectation of Parents / Carers

This policy is in place to protect your child and is reviewed and updated regularly for the Safeguarding of all children in our care. All persons who collect children MUST be aged 16 or over. We advocate this policy as we strongly believe an adult should always be responsible for young children, to keep them safe travelling to and from school (particularly due to the busy roads and heavy traffic in the locality) and in the home.

This would include not sending older siblings under the age of 16 to classrooms to collect younger children whilst parents wait nearby or off site. Parents must remain in clear site of the teacher who is to release children.

However, in the rare event of an emergency, an occasion may arise whereby parents might need to send a child under the age of 16 to collect their sibling from school. In this circumstance, parents would need to call the school and speak to the Headteacher before 2pm to explain the situation and gain authorisation for the child to be collected. This request should then be followed up in writing via email by the parent.

Staff reserve the right and are encouraged to challenge anyone with whom they are not familiar. Parents / carers must ensure they are on time or inform the school office if they are going to be late or absent. We acknowledge there may be an extenuating circumstance whereby an occasion of lateness occurs and that is not possible to give prior written notice. In this circumstance a telephone call will be acceptable.

Once pupils have been handed over to an adult at the end of the day, the child is then the responsibility of their parent/carer. We must stress, particularly for our KS1 and EYFS pupils, that parents/carers keep their children with them after collection. Children must be supervised by their parent/carer at all times. Parents/carers should not leave the school premises without their children or allow them to play unsupervised on any play equipment after school.

If Pupils are Not Collected

Children who have not been collected at the end of the school day or after school activity will be accompanied to the main office where a member of the office staff will attempt to contact their parents. The class teacher / teaching assistant should not leave the child if they are in Early Years or Y1 unless contact has been made with parents.

In the event that we are unable to contact parents, we will follow the procedure for when children are not collected: Please see below Non-Collection.

Lateness

Children who are not collected on time are taken to the main office and a register will be kept. Lateness is monitored and whilst school will initially work with parents / carers to address and to discuss any underlying difficulties. If a parent / carer is persistently late in collecting their child from school this will be followed up by a member of the Senior Leadership Team and the Educational Welfare Officer.

A letter will be sent to the parent / carer explaining the concerns and the consequences of continued lateness. A copy of this letter may be sent to Children's Social Services if it becomes a persistent issue. If a child/children is/are already known to Social Services the school will contact the allocated social worker to inform them of the late collection.

Non-Collection

If one hour has elapsed, a referral may be made to Children's Services. This contact will alert the service that a child may need to be accommodated to await collection by the parent / carer. If the child / children are already known to Social Services the school will contact the allocated social worker. All actions will be recorded on the child's school file for future reference.