



Forest Fields Primary and Nursery School



Collection Policy

September 2025

Approved at the meeting of the Governing Body held on: 23rd September 2025

Signed: James Verran

Position: Chair of Governors

Date to be reviewed: September

2026



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Statement of intent

Forest Fields Primary School 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.

Signed by:

Headteacher

Date:

Chair Of Governors

Date:

Dated for review:



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 (2023) 'Keeping children safe in education'
 - DfE (2004) 'Statutory framework for the early years foundation stage'
 - DfE (2023) 'Understanding and dealing with issues relating to parental responsibility'
- 1.2. This policy will be used in conjunction with the following school policies:
 - Health and Safety 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:
 - 3:30pm for all pupils (11.30 am for children in the Nursery am sessions)
- 2.2. Parents with children in EYFS and KS1 will wait by the designated door for their child to be dismissed.
- 2.3. In KS2, class teachers will escort pupils to the relevant areas at the end of each day.
- 2.4. Staff members supervise the designated doors and areas until all pupils have been collected, accounting for the school's late collection procedure.
- 2.5. Sufficient staff to pupil ratios are met at all times during the collection process, including statutory ratios in relation to EYFS pupils.
- 2.6. Parents are aware of what is expected of their behaviour when they are collecting pupils, e.g. that the school is a smoke-free/ vape-free zone, and no pets.
- 2.7. Years 5 & 6 Pupils will be allowed to walk home on their own during daylight hours as long as parents or carers have completed the permission slip informing the school of their consent to allow their child to walk home from school independently.
- 2.8. 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.
- 2.9. 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. The person collecting will share the same password with school staff to verify the nominated adult collecting.



- 2.10. The school will only allow persons aged 18 and above to collect a child from school due to safeguarding and promoting the welfare of children. Any persons below the age of 18 is classed as a child and therefore will not be permitted to collect another child from school. This is supported by the Education Act (2002), section 175.

“The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

“child” means a person under the age of eighteen;”

- 2.11. Where a court order has been issued, school have a duty of care to follow this.
- 2.12. In exceptional extenuating circumstances, in which parents cannot collect a child, through prior written arrangement with the school, the school will allow a nominated person to collect the child, that may differ from what is written in this policy. This is considered on a case by case individual basis.

3. After school extracurricular activities collection procedure

- 3.1. All after school extra-curricular activities will finish no later than 5:00pm. All clubs times are specified on individual club letters.
- 3.2. Parents will collect children from the specified gate as outlined in the extra-curricular activity letter. Please refer to section 2.7, 2.9 and 2.10 regarding who can collect a child from an after school extra-curricular activity.

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 the pupil's parents cannot be reached via the contact number provided, emergency contacts will be phoned.
- 4.3. The school will continue to try and contact the parents.
- 4.4. 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.



- 4.5. Pupils will be supervised at all times, ensuring appropriate staffing ratios are met – including those outlined in the ‘Statutory framework for the early years foundation stage’ where necessary.
- 4.6. If the parents cannot be contacted, the non-collection procedure will be followed.

5. Recurrence of late collection

- 5.1. The length and frequency of late collections are monitored by the school.
- 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 using the school’s electronic CPOMS system.
- 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.

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.
- 6.2. Social workers are not permitted to collect pupils from the school to attend care review meetings without the prior consent of DSLs (Designated Safeguarding Leads), or foster carers, or parents. Any such meeting will be arranged directly through a DSL.
- 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 (please refer to section 2.9).
- 6.4. Pupils may be collected from school by an older sibling if the sibling is aged 18 or older (please refer to section 2.10)
- 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, they must contact school BEFORE 3pm informing the school office of the following:
 - > the name of the person they wish to collect their child(ren)
 - > the relationship between themselves/the child(ren) and the person they wish to collect
 - > a physical description of the person, unless already known to the school
 - > a password which will be used by both parties to ensure the identity of the person collecting the child(ren) is the individual arranged by the parent.



- 6.6. In an emergency, verbal consent may be given for an agreed person over the age of 18 to take their child home.
- 6.7. Staff members who are unsure of an adult's identity will ask to see identification at the school office.
- 6.8. 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.

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 using the schools electronic CPOMS system.
- 7.3. If no contact is made with parents following repeated phone calls, the school will endeavour to make a home visit.
- 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 before 5.00 pm, the police will be contacted.
- 7.6. A member of staff will stay with the pupil until the police 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 on an annual basis by the Headteacher and DSLs.
- 8.3. Any changes made to this policy will be communicated to all teaching staff and parents.