Pupil Collection Policy

FOREST VIEW SCHOOL

Policy name	Pupil Collection Policy
Version date	September 2025
Owner	BL
Approval date	September 2025
Approver	Local Governing Board
Review frequency	Tri-Annually
Review date	September 2028

Statement of intent

Forest View 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:

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
2. DfE 'Keeping children safe in education'
3. DfE 'Statutory framework for the early years foundation stage'
4. DfE (2018) 'Understanding and dealing with issues relating to parental responsibility'

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

- Health and Safety Policy
- 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 unless authorisation has been given by a member of the senior leadership team.
7. Parents are aware of what is expected of their behaviour when they are collecting pupils; that the school is a smoke/vape-free zone, swearing will not be tolerated on the school site and children are to be supervised on the school site.
8. Year 5 and 6 Pupils will be allowed to walk home on their own during daylight hours as long as the class teacher has been informed of this arrangement by the pupil's parents, prior to this commencing, in line with the school's procedures
9. 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.
10. 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.

After-school club collection procedure

1. All after-school clubs and extra-curricular activities will finish by 4:30 at the latest. Specific clubs may have different times. Last collection from After School Club must be before 5.30pm as school is locked up at 6:15pm.
2. Parents will use the normal collection procedure, as outlined in section 2, when picking up children from after-school clubs.
3. 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.

Late/non-collection procedure

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. f the pupil is not collected within 30 minutes of the end of the school day, the headteacher or a member of SLT 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 incidents of late collection on its safeguarding system.

Recurrence of late collection

1. If a pupil is collected late on more than three occasions in one term, the attendance officer or a member of SLT 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.

Collecting a child on someone's behalf

1. If someone other than the pupil's parents is collecting the pupil, the school must be informed in advance.
2. If the person collecting the pupil is not known to the school, they will be asked to provide photographic identification.
3. 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.

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.