

Leverton Church of England Academy



Collection of Children

October 2025

Statement of intent

Leverton Church of England Academy is committed to ensuring the safety of all pupils 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.

Please note that this policy only applies to instances where pupils are collected from school. Procedures relating to pupils leaving school independently and travelling to and from school are covered in the school's Travel to and from School Policy.

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Education Act 2022
- DfE (2025) 'Keeping children safe in education 2025'
- DfE (2023) 'Understanding and dealing with issues relating to parental responsibility'

This policy operates in conjunction with the following policies:

- Health and Safety Policy
- Transport Policy
- Child Protection and Safeguarding Policy
- Children missing from Education Policy
- Attendance Policy

Roles and Responsibilities

The headteacher will be responsible for:

- The overall implementation of this policy.
- Communicating this policy to all members of staff and parents.
- Ensuring effective procedures are in place for pupils travelling to and from school.
- Liaising with parents to establish whether individual pupils need extra assistance.

- Informing parents where their child has not turned up to school to coordinate an effective response.
- Ensuring arrangements for dedicated school transport are in place.

Staff will be responsible for:

- Ensuring all pupils are collected safely at the end of the school day.
- Being wary of suspicious behaviour at the school gates.
- Monitoring the behaviour of pupils as they leave the school.

Parents will be responsible for:

- Adhering to the principles outlined in this policy.
- Ensuring their child is aware, and adheres to, the established route for travelling to and from school.
- Informing the Headteacher/school office when their child has not returned home from school.
- Communicating to the school if they are going to be late to collect their child.

Pupils will be responsible for:

- Behaving appropriately when travelling to and from school.
- Making sure they arrive at school on time.

General collection procedures

Parents/carers will promptly collect pupils at the end of the school day, which is 3:20pm, from the gates at either/both sides of school. Where parents need to collect children from both entrances, younger children will be collected first. Parents will be made aware of what is expected of their behaviour when they are collecting pupils, e.g. that the school is a smoke-free zone.

Staff members will supervise the gate until all pupils have been collected, accounting for the school's late collecting procedure.

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 is showing signs of distress or anxiety. In these cases the school's Child Protection & Safeguarding policy will be followed and children's social care, and the police, if appropriate will be contacted.

Pupils will only be permitted to leave the premises with adults who are registered with the school as a person with collection responsibility. In addition, children will be released to another parent if a message has been received by the school, e.g. they are going to a friend's house for tea.

Under no circumstances will staff members take pupils home themselves.

After-school club collection procedure

After-school clubs will finish at 4:15pm for Early Years children and normal Twilight club and 5:15 for Extended Twilight club. Extra-curricular activities will finish at 4:15pm.

Parents will follow the normal collection procedures, as outlined in the 'General collection procedure' section of this policy, when picking children up from extra-curricular activities. If there are any alternative arrangements for collection from a club these will be communicated to parents by the school office via Class Dojo.

When children are being collected from Twilight and Extended Twilight club, the collection point will be via the side gate.

Any children that are not collected after an extra-curricular club, will be placed in the school's after-school care club.

If parents are late to collect their children (more than 10 minutes), which results in the pupils attending the after-school care club, parents will be charged for this club.

Late collection procedure

Parents will notify the school at the first opportunity if they believe they will be late to collect their child.

The school will allow for a 10-minute window for late arrival. If a pupil has not been collected 10-minutes after the specific collection time, a member of staff will take them to the school's after-school care club before trying to contact the pupil's parents/carers. If the pupil's parents cannot be reached via the contact details provided, emergency contacts will be contacted, and the school will continue to try and contact parents. If parents and emergency contacts cannot be contacted, the non-collection procedure will be followed as outlined in the 'non-collection procedures' section of this policy.

The school will hold at least two emergency contacts for each pupil and will have more than two where reasonably possible.

The pupils will join the after-school care club, which parents will be liable to pay the cost for this service.

All staff members, including those in charge of after-school activities, will be 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 for the pupil.

While awaiting collection, pupils will be supervised at all times, ensuring appropriate staffing ratios are met.

Where appropriate, a staff member will sensitively ask the pupil whether they are aware of any reason that could account for their parents being late.

Recurrence of late collection

The length and frequency of late collections are monitored by the school. The school will keep a record of incidents where parents are late with no reasonable explanation.

Concerns regarding a pupil's safety and welfare associated with late collection will be dealt with in accordance with the school's Child Protection & Safeguarding Policy.

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.

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.

The school will charge a £15 fine for parents who are late to collect their child more than three times a term without a reasonable explanation.

Collecting a child on someone's behalf

The school will never release a pupil into the care of another adult who is not a family member and/or a named emergency contact without the consent of the parent.

Pupils may be collected from school by older siblings, who have been added to the collection list held on the child's file, with the parents permission.

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 will notify the school office. If it will be regular they will give permission for them to be added to the child's approved collection list.

In an emergency, verbal consent may be given for an agreed person to take their child home. This will be recorded as parental contact on CPOMs that the parent has made this request. Verbal consent will include a full physical description of the person, unless already known by the school.

Staff members who are unsure on an adult's identity will ask to see identification. If there is uncertainty about a person's identity following the checking of their identification, the following procedures will be followed:

- A staff member will take the child 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

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

Non-collection procedure

The school will continue to try and contact the parents and named emergency contacts in the event of a non-collection. A detailed record of the action taken, and the calls made, will be kept on CPOMs.

Under no circumstances will staff members go and look for the parents. A staff member will supervise the pupil at all times.

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 4.15pm if it was pre-arranged for a pupil to attend a school club – the school's Child Protection and Safeguarding Policy will be followed and children's social care, and the police if appropriate, will be contacted.

A member of staff will stay with the pupil until children's social care arrives.

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.

Monitoring and review

Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and amended where necessary.

This policy will be reviewed in line with any updates and changes by the Headteacher and/or DSL.

Any changes to this policy will be communicated to all staff and parents.