



Dallimore Primary & Nursery School

Collection of Children Policy

This policy aims to set out the procedure for the collection of children from school in order to ensure a safe environment for all. It applies at all times to all children in school, including the children in the Foundation Unit and those in after school clubs.

Foundation Unit – all rooms

At the end of each session it is vital that children only go home with the person who is expected to collect them.

To ensure this happens the following procedure will be followed:

- At induction, parents will be asked to provide us with the names of people authorised to collect their child. Parents will be advised that they need to inform us of any changes to this. In addition to this, parents will be given the option to supply us with a password which can be used to verify a person's identity.
- At the end of each session, a member of staff will be at each exit gate/ door and call children as their designated adult arrives. Students and supply teachers are not to dismiss the children without a staff member to support them.
- In the event of an unauthorised adult arriving to collect a child, the situation will be resolved as quickly and calmly as possible to cause as little distress to the child as possible. The member of staff on duty at the gate will ask the adult to wait briefly whilst contact is made with the parent to gain permission. If the child's parent/carer cannot be contacted, then other authorised people on the list will be called to collect the child.
- If a parent calls during a session to inform us that a different person will be collecting their child, the name of that person will be obtained. This will be checked before handing the child over. If appropriate a password will be asked for.
- Any changes to normal collection arrangements will be written down and put next to the door for the attention of the member of staff responsible for dismissing the children.
- If collection cannot be arranged quickly then the child will be taken to the office to await collection.

Key Stage 1

- At the end of the day parents should wait outside their child's classroom (far enough away so as not to block the exits)
- Staff will only dismiss the children if the recognised adult can be seen. Parents should not come into the class to collect their child. Staff will be at the classroom door and call the child's name. This will minimalise congestion and confusion at the end of the day.
- Staff will release the child if they know the adult, are happy that the child knows the adult and is happy to go home with them.
- If the child is to be picked up by a childminder (eg Butterflies) then the childminder should gain a signature/ initial from the teacher to say they have released the child. The childminder should either be well known to the teacher or have a uniform and/or ID.
- The school office will supply teachers with a list of pupils attending our own after school clubs (including tea time club) to ensure that the child is not released.
- It is parents' responsibility to ensure that both the childminder and school know who should be picking their child up.
- If a parent is worried about someone else picking up their child they should let the staff know their wishes (eg **** should only be picked up by me or Grandma) **See Separated Parent Policy**
- If a child is not collected then they will be taken to the school office to await collection.

Key Stage 2

- Children are released from class at the end of day and, if applicable, meet parents/ carers/ childminders at a designated meeting place e.g. outside the classroom or at the school gate.
- If a parent wishes their child to wait at the classroom for collection then they should talk to the child's teacher.
- Children are taught that if their adult is not at the meeting place as arranged then they should go to the school office and await collection.
- Some children walk home on their own
- The school office will supply teachers with a list of pupils attending our own after school clubs (including tea time club) to ensure that the child is not released.

After school activity clubs

- Upon signing up/ providing permission for after school clubs, parents are asked to indicate if their child will be collected or if they are allowed to walk home on their own.
- Staff running after school clubs should ensure that the wishes of parents are respected but should always contact parents to confirm arrangements if unsure.

Tea time Club

- At the end of the school day, any children who are booked in to Tea time club are taken to the hall (FU and KS1) or sent to the hall (KS2)
- Before a parent is allowed access to be able to book Tea Time club on Parent Pay, we must have received an agreement (see appendix 1)
 - This details:
 - Medical conditions
 - Allergies
 - Authorised adults for collection
- Staff within Tea time club will be responsible for ensuring that children are collected by a known or appropriate adult as arranged with parents/ carers

Policy reviewed : **May 2025**

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