



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.

This policy should be read alongside the Safeguarding and Child Protection Policy and reflects the school's duties under Keeping Children Safe in Education to ensure children are released safely to appropriate adults.

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, supply teachers or visitors are not allowed to dismiss the children without a staff member to support them.
- Staff will note down who has collected each child.
- 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/door 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, the child will be taken to the office to await collection.

- If the child is to be picked up by a childminder, 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. Arrangements for childminders to collect should be made prior to collection – parents should inform school if childminders are collecting.
- If a parent is worried about someone else picking up their child, they should let the staff know their wishes (e.g. **** should only be picked up by me or Grandma). See Separated Parent Policy

Key Stage 1

- At the start of the school year, class teachers will send out an online form for parents to complete to establish who is allowed to collect, who is allowed to walk home alone, who is allowed to meet their parent/carer at another class. Any changes to this should be communicated to the teacher by parents/carers and if a member of staff is unsure, they should check before releasing the child. This applies to afterschool clubs/Teatime club too.
- 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 minimise congestion and confusion at the end of the day.
- A paper register is completed when pupils are released from class at the end of the school day. This record is used to log whether each child has been collected by a parent/carer, or another authorised adult. Children who are attending afterschool clubs, are absent or have been collected earlier in the school day are also recorded on the paper register to ensure all children are accounted for.
- The school office provides teachers with an up-to-date list of pupils attending school run after school clubs (including Teatime Club) to ensure that the child is not released.
- Parents/carers must inform the school in advance if an alternative authorised adult will be collecting their child on a given day.
- If the child is to be picked up by a childminder, 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. Arrangements for childminders to collect should be made prior to collection – parents should inform school if childminders are collecting.
- If a parent is worried about someone else picking up their child, they should let the staff know their wishes (e.g. **** should only be picked up by me or Grandma). See Separated Parent Policy
- If a child is not collected, they will be taken to the school office to await collection.

Key Stage 2

- At the start of the school year, class teachers will send out an online form for parents to complete to establish who is allowed to collect, who is allowed to walk home alone, who is allowed to meet their parent/carer at another class. Any changes to this should be communicated to the teacher by

parents/carers and if a member of staff is unsure, they should check before releasing the child. This applies to afterschool clubs/Teatime club too.

- Children are released from class at the end of the day and, if applicable, meet parents/ carers/ childminders at a designated meeting place e.g. outside the classroom or at the school gate.
- Some children walk home on their own – only children with permission to do so will be allowed to leave school alone and this will be obtained through the online form sent out in September.
- If a parent wishes their child to wait at the classroom for collection, they should talk to the child's teacher.
- A paper register is completed when pupils are released from class at the end of the school day. This record is used to log whether each child has been collected by a parent/carer, or another authorised adult, meeting a parent/carer at an agreed collection point or walking home independently. Children who are attending afterschool clubs, are absent or have been collected earlier in the school day are also recorded on the paper register to ensure all children are accounted for.
- The school office provides teachers with an up-to-date list of pupils attending school run after school clubs (including Teatime Club) to ensure that the child is not released.
- Parents/carers must inform the school in advance if an alternative authorised adult will be collecting their child on a given day.
- If the child is to be picked up by a childminder, 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. Arrangements for childminders to collect should be made prior to collection – parents should inform school if childminders are collecting.
- If a parent is worried about someone else picking up their child, they should let the staff know their wishes (e.g. **** should only be picked up by me or Grandma). See Separated Parent Policy
- Pupils are taught that, if their designated adult is not present at the agreed meeting point, they must return to the school office and wait there safely until collected.

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 children are released only to nominated people to collect and should always contact parents to confirm arrangements if unsure. If the club is being run by a third party, they should bring the children to the Office to be released by a member of staff – either whoever booked the club or a member of the Office / SLT Team.

Teatime Club

- At the end of the school day, any children who are booked in to Teatime club are taken to the hall
- Before a parent is allowed access to be able to book Teatime club on Parent Pay, we must have received an agreement which covers

- Medical conditions
 - Allergies
 - Authorised adults for collection
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- Staff within Teatime club will be responsible for ensuring that children are collected by a known or appropriate adult as arranged with parents/ carers
 - If staff have any safeguarding concerns about an adult attempting to collect a child, the child must not be released and the Designated Safeguarding Lead (DSL) must be informed immediately.
 - All staff are responsible for ensuring that children are only released in line with this policy and must never assume arrangements without checking.

Policy reviewed : June 2026

Review date: Summer 2027