



Safe Collection Policy

St Columba C of E Primary School

Approved by Diocese of Chichester Academy Trust

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DCAT Statutory Policy	
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	✓
Local Authority Policy	



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Intent and Aims:

The safety of our children is our highest priority. We are committed to establishing and maintaining clear, robust procedures for collection that are regularly reviewed and communicated effectively to staff, parents, carers, and children.

At the end of the school day, if a child is not collected by an authorised person, we will implement our agreed procedures to ensure their safety. Our goal is to ensure that children are dismissed carefully, under strict supervision, collected on time, and arrive home safely.

This policy aims to clarify the responsibilities and expectations of all parties involved in the collection process. If a child is not collected by an authorised adult, we will resolve the situation as quickly and smoothly as possible, minimising any distress to the child. We inform parents and carers of our procedures so that, in the event of an unavoidable delay, they are aware of the steps being taken.

Gathering information from Parents/Carers

On enrolment to the school, we ask parents and carers to provide the following information for each child:

- the names and full addresses of parents and carers (including confirmation of parental responsibility or private fostering arrangements and any relevant paperwork)
- home, work and mobile phone numbers
- email addresses where appropriate
- two authorised adult contacts who may be called in the event of the parents or carers being unobtainable or in the case of an emergency
- information about any person who has been denied legal access to the child (with copies of any relevant legal documents).

We store this information on secure system (Arbor) to store this information and ask you to check this on an annual basis.

We ask that we have detailed to our staff through Arbor who will be involved with dropping off and collection your children on a regular basis.



Children travelling to and from school without adult supervision:

Parents and carers are encouraged to make the decision, if a child can walk to and from school alone, based on their child's maturity, ability, and the safety and distance of the route to school. We do not allow children to walk home from school without written parental consent. We ask children Year 5 and below to always be accompanied by a responsible adult both to and from school.

To assist in making an informed decision about whether a child is ready to stay at home or travel alone, parents and carers are advised to consult the NSPCC's "Home or Out Alone" guide [Home alone or out alone guide | NSPCC Learning](#)

There is no law determining the age at which a sibling can accompany a child to school. It is ultimately up to parents and carers to decide whether they feel this is appropriate.

Factors that parents and carers should take into account include:

- the maturity of all the children involved
- the length and nature of the journey home
- the behaviour of all the children involved
- the relationship between the children collecting or being collected.

Safe collection details

All year groups finish school at 3.15. Children will be released from school by a member of school staff. Children are asked to identify their adult before leaving the adult in school. Once children have been handed over, they are the responsibility of the collecting adult.

If children are attending school run after school clubs, the finish time will be detailed on your bookings. These are mostly 4pm.

Children will only be able to walk home alone with parental consent. Please see above for further information.

All adults collecting children will need to be a named contact on our records. Sometimes issues outside of your control will mean you need to make alternative arrangements for collection on an emergency basis; on these occasions parents will need to contact the school to arrange this. Without this we will not be able to hand children over to the adult collecting.

What happens if parents are late?

In the event of lateness for collection the school will:

- contact parents or carers
- call emergency contacts if parents and carers cannot be reached so an authorised adult can



come and collect the child

- Keep your child at the office with their class teacher or a familiar adult
- keep records of late collections. If there are concerns around this, the school's Designated Safeguarding Leads will contact parents or carers outlining their concerns. This will also be recorded as a safeguarding concern using the school's safeguarding procedures. If the school has ongoing concerns about a child's welfare, they may need to make a referral to children's services so that the family can receive support.

What if parents cannot collect a child?

If parents, carers or other authorised people cannot collect your child and have arranged for someone else to come instead, the parents or carers must notify the school as soon as possible. Identification may be required when the person comes to collect the child.

If your child is not collected by 3:30pm, they will be taken to our Afterschool Club and a charge for the session will be applied.

If nobody comes to collect the child, the school will make every effort to contact the parents, carers or authorised person whose details have been supplied.

We will keep attempting to make contact until 3:45pm, after which we may apply our safeguarding procedures and possibly contact relevant authorities and services.

School staff and volunteers will **not** be able to:

- take the child home with them
- transport the child home
- go in search of parents/carers.
- The nominated child protection lead should make a full written report of the incident. This report will be added to the child's safeguarding file. If appropriate, this report would also be shared with children's social care.