St. Andrew's C.P. School

Kirk Ella

Collection policy

Created: Autumn 2026
Review in: Autumn 2028

Kirk Ella St. Andrew's CP School

Late Collection and Abandoned Child Policy

This policy explains the protocol for dealing with children who are not collected

at the end of the school day/activity.

Introduction

Under Section 175 of the Education Act 2002, Local Authorities and Schools have a duty to safeguard and promote the welfare of children. This duty should include making arrangements for dealing with children not collected at the end of a school day or at the end of a school activity which is authorised by the school, and where the Governing Body extends responsibility for the use of school premises.

These actions have been agreed by governors and parents are made aware of the protocol in the Home School Agreement, the school website, the new intake parents meeting and when their child starts school.

Kirk Ella St Andrew's Community Primary School recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for collection at the end of the school day including dealing with children who are not collected at the end of a school day or at the end of an authorised activity.

Aims of this policy

The aims of this policy is to:

- Ensure the safe delivery and collection of children being cared for or educated at Kirk Ella St Andrews Primary Primary School
- Encourage families to deliver and collect their child/children on time
- Comply with all legislative requirements

Definitions

Authorised person – a person for whom the parents/carers have given authority to the school to collect the child. The school believes an authorised person should be someone over the age of 13 years. Parents/carers must inform the school office if they are authorising someone to pick up on their behalf. If a parent/carer wishes for a child under the age of 13 to collect a child from school, they must discuss this with the school. The school will expect written permission from the parent/carer and a declaration signed to say they will take full responsibility.
Adult – someone aged 16 or over.

Late collection – when a parent/carer or authorised person collects their child/children from the school after 3.30pm, or after a designated finishing time for an after-school club.

Responsibilities

The school is responsible for:

• Providing parents/carers with a copy of this policy when their child starts school and ensuring a copy is available for inspection at all times.
• Being available to assist due to the late collection of a child (please refer to procedures in this policy).
• Contacting parents/carers/authorised persons, who do not follow the correct procedures stated in this policy.
• Contacting a parent/carer to gain authorisation if a person who is not listed as an authorised person arrives to collect a child.

Parents/carers are responsible for:

• Collecting their child/children promptly at the end of the day or session.
• Ensuring their child is signed out and back in when they go home for lunch or leave school for an appointment during the school day.
• Ensuring the child/children's enrolment form includes details of persons who have lawful authority to collect the child/children (usually the parents/carers) and any other persons authorised to collect the child/children.

On admission of their child to the school, parents should supply:

- Names and full addresses of parents/carers (and confirmation of parental responsibility);
- Home and work telephone numbers;
- Mobile phone numbers where appropriate;
- Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency.

This information should be updated annually or whenever circumstances change. It is a parents' responsibility to notify the school of any changes.

Delivery of Pupils to school

Parents/carers must ensure that their child arrives at school on time ready for registration. The school doors open at 8.35am. All pupils from Reception to Year 4 will need to wait near their year group/class entrance with a parent/carer or responsible person nominated by their parent/carer. Pupils in Year 5 and 6 can walk to school by themselves but must still wait near their year group entrance for the door to open. At 8.35am a member of the senior leadership team will open the door and welcome pupils into school. The doors will stay open until 8.55am. After this time, the doors will be closed and pupils must enter school through the main entrance to be signed in. A member of staff will then escort pupils in Nursery, Reception, Year 1, 2 and 3 to their classrooms. Pupils in Year 4, 5 and 6 are allowed to walk to their classrooms on their own. All pupils in Reception must be handed over by an adult to a member of staff.

Collection of pupils from Foundation Stage

The entrance to the South Block door and the year 1 classroom doors will be open at the end of the day and a member of staff will greet the parent/carer. The children will be ready for collection and the member of staff will ensure children are handed over individually to the parent/carer or a named adult from the collection list. Parents/carers/authorised persons wishing to speak with staff involved in the dispersal of children may need to wait until all children have departed. If a member of staff is concerned that releasing a child to the parents/carers or a person authorised to collect the child could put a child at risk, the child will not be allowed to leave in their care. In this case, the

person collecting the child will be asked to speak to a member of the senior leadership team or a member of the safeguarding team.
All children in foundation stage must be collected by an adult.

Collection of pupils in Y1
Pupils in Year 1 will be dismissed via their external classroom doors to be collected by a parent/carer, responsible adult or when necessary another authorised person. The members of staff with each class will make sure that each child is handed over to the parent/carer or responsible adult.

Collection of pupils in Y2 and KS2
Pupils in Years 2, 3 and Year 4 will be brought out onto the main school playground to be collected by a parent/carer, responsible adult or when necessary another authorised person. The members of staff with each class will make sure that each child is handed over to the parent/carer or responsible adult.
Pupils in Year 5 and 6 will be taken to their assigned exit door. Pupils in Year 5 and 6 who have been given written permission (*footprints*) by parents/carers to walk home on their own will be allowed to leave first. The rest of the pupils will wait to be collected by a parent/carer, responsible adult or when necessary another authorised person. The members of staff with each class will make sure that each child is handed over to the parent/carer, responsible adult .

Any parent, carer or responsible adult picking up the child who are not already known or familiar to members of staff will be asked to wait while the office staff contact parents/carers to check for permission.
If a member of staff is concerned that releasing a child to the parents/carers or a person authorised to collect the child could put a child at risk, the child will not be allowed to leave in their care. In this case, the person collecting the child will be asked to speak to the Headteacher, a member of the senior leadership team or a member of the safeguarding team.
Children who are taken home by taxi wait in the main office until the transport arrives and are then escorted to it by a member of office staff.

Collection from after-school clubs
Pupils attending after-school clubs in Reception, Year 1, 2, 3 and 4 must be collected by a parent/carer, responsible adult or when necessary another authorised person. Pupils in Year 5 and 6 may walk home on their own, but parents/carers must indicate on the consent form whether their child/children can do this. Parents/carers must wait on the main school playground and the staff leading the clubs will bring pupils out to there at the end of the club.

Late Collection
It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately it becomes apparent that the person collecting the child may be late.
Two things happen when parents are late picking up your child.

- First, your child becomes anxious about why you are late.

- Second, staff still have work after school and may be delayed e.g. Staff Meetings. It also may delay family commitments or cause them to stay at school past their scheduled time making them late for their own pickups, afternoon or evening engagements.

Staff work hard each day providing an enriching environment and activities for your child and we appreciate emergencies do happen but we all need to listen, be fair and support school, rules and systems. We will look at every incident on an individual basis.

Procedures for office staff:

1. If a child has not been collected, teaching staff should wait with a child for five minutes until the parent(s)/carer(s) arrive.

2. If the parent(s)/carer(s) do not arrive the child(ren) should be taken to the school office and a late pick up is registered in the 'Late pick up document'. Initial attempts to talk to the child can be made as they may well be able to indicate if something out of the ordinary has happened at home (e.g. parental illness or absence). On some occasions, another parent may offer to take a child home with them. Schools should never release a child into the care of another adult without the consent of the parent(s)/ carer(s). Neither should members of staff take, or drive, children to their home or to the home of the child(ren) without permission.

3. Initial attempts to contact parents/carers should be made after 3.30pm. If this has not been possible, at 3.40pm, all emergency numbers supplied by the family should be attempted and the Headteacher or senior member of staff should be notified.

4. If no contact has been made and no one has arrived to collect the child when one hour after school closing time has elapsed, then the school should record it a child protection concern and contact the East Riding Safeguarding Team to seek advice.

A child should never be sent to an after-school club (unless arrangements have previously been made with all parties) if the parent(s)/ carer(s) has not arrived. It is the responsibility of the school to follow these procedures in order to contact the parent.

These arrangements can also be implemented in the following circumstances:

- Where a parent does not arrive to collect the child and no contact can be made because the telephone numbers (including any emergency numbers) provided by the parent/carer have been cut off or are unobtainable.

- Where the person calling to collect the child is not considered an appropriate adult, e.g. appears intoxicated, and it has not been possible to contact the parent/carer or emergency contact.

Other arrangements for a Parent

- If a parent/carer wishes for their child to be collected by somebody who does not have parental responsibility for the child, whether this is a regular arrangement or a one-off situation, the parent/carer must inform the main office staff, by 2.30 pm although in emergencies we realise this maybe later.

- In the event of alternative arrangements being made in an emergency, the child's parent/carer must give verbal consent for an agreed person to take the child home.

Kirk Ella St Andrew's Primary School agrees to care for the pupil who has not been collected from school until they have been collected by a parent/carer, or until appropriate, alternative care arrangements have been made.

The School's Designated Safeguarding Lead (DSL), will keep a record ('late pick-ups document') of incidents where parents/carers do not collect a child from school or are late for no explained or good reason or where there are repeated incidents. Teachers must inform the office staff of any late collections and these must be recorded in the 'late pick up' document.

The late pick-up document will be stored in the main office and will be monitored by the Safeguarding team. A phone call will be made for regular lateness if parents have not been talked to already. They will be reminded of the school policy for late pick up. If further issues arise then a meeting will be called.

This Policy will be updated in Autumn 2028

TEMPLATE LETTER

Dear Parent

It has been brought to my attention that you are persistently late picking up your child from school; without notifying the school of an emergency. **We would like to remind you that school finishes at 3.20pm and you should be on the school premises at this time ready to collect your child.**

When you do not pick your child up on time this has an impact on staffing – staff may have after school clubs to run or meetings to attend. Two members of staff have to be available to supervise children not picked up on time, and this prevents staff being able to continue with their work.

If you are not able to pick your child up at the end of the school day you should make alternative arrangements with family or friends to collect your child, and notify the school office. Alternatively, you should register your child at one of the after school clubs that pick up from school, details below.

Hometime Kirk Ella out of school club – 07561 848037

Free Spirits Kirk Ella – 07816 491929

If this continues we will have no choice but to make a referral to the appropriate services.

Mr Church

Headteacher