

Brookfields School Collection Policy



1. Legal framework

- 1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:
 - Section 175 of the Education Act 2002
 - DfE (2023) 'Keeping children safe in education'
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf
 - DfE (2023) 'Understanding and dealing with issues relating to parental responsibility'
<https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility>
- 1.2. This policy will be used in conjunction with the following school policies:
 - Health and Safety Policy
 - Child Protection and Safeguarding Policy

2. General collection procedure

- 2.1. Parents will promptly collect pupils at the end of the school day, which is between 3:00 and 3:15pm for all pupils
- 2.2. Parents will wait in the designated zone for their child to be brought to them by a staff member.
- 2.3. Senior staff members will supervise the collection process until all pupils have been collected, accounting for the school's late collection procedure.
- 2.4. Sufficient staff to pupil ratios are always met during the collection process, including statutory ratios in relation to EYFS pupils.
- 2.5. Under no circumstances will staff members take pupils home themselves.
- 2.6. Parents are aware of what is expected of their behaviour when they are collecting pupils, e.g. that the school is a smoke-free zone.
- 2.7. 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 shows signs of distress or anxiety.
- 2.8. Pupils will only be permitted to leave the premises with adults who are registered with the school as a person with collection responsibility or the parent/carer has contacted school giving them the name of who is collecting and a password.
- 2.9. Any child being collected before the end of the school day must be signed out at the office with a reason for early collection.

3. After-school club collection procedure

- 3.1. All after-school clubs and extra-curricular activities will finish at 4:15pm.
- 3.2. Parents will use the normal collection procedure, as outlined in section 2, when picking up children from after-school clubs but will wait in the reception area.
- 3.3. Where after-school club provision is provided by an external organisation, it is the responsibility of Brookfields Staff who have been supporting the activity to implement the appropriate process for the collection of pupils, ensuring that they effectively identify and respond to safeguarding concerns.

4. Late collection procedure

- 4.1. Parents will notify the school at the first possible opportunity if they believe they will be late to collect their child.
- 4.2. The school allows for a 15-minute window for late arrival. If a pupil has not been collected 15 minutes after the specified collection time, a staff member will contact the pupil's parents.
- 4.4. If the pupil's parents cannot be reached via the contact number provided, emergency contacts will be phoned.
- 4.5. The school will continue to try and contact the parents.

4.6. Pupils will be always supervised, ensuring appropriate staffing ratios are met – including those outlined in the ‘Statutory framework for the early years foundation stage’ where necessary.

4.7. 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.

4.8 If the parents cannot be contacted, the non-collection procedure will be followed.

5. Recurrence of late collection

5.1. The length and frequency of late collections are monitored by the school.

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

5.3. The school will keep a record of incidents where parents are late with no reasonable explanation using the school’s electronic CPOMS system.

5.4. 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.

5.5. Parents will be made aware of the arrangements that may be put in place if they continue to collect their child late.

6. Collecting a child on someone’s behalf

6.1. The school never releases a pupil into the care of another adult who is not a family member or named emergency contact without the consent of their parents.

6.2. Social workers are not permitted to collect pupils from the school to attend care review meetings without the prior consent of teachers, foster carers, parents and the pupil themselves.

6.3. The school will not accept a list of people who may collect the pupil as a substitute to calling the school office and informing the school directly of the change in collection.

6.4. 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 must contact school BEFORE 3pm informing the staff member of the following:

- the name of the person they wish to collect their child(ren)
- the relationship between themselves/the child(ren) and the person they wish to collect
- a physical description of the person, unless already known to the school
- a password which will be used by both parties to ensure the identity of the person collecting the child(ren) is the individual arranged by the parent.

6.6 In an emergency, verbal consent may be given for an agreed person to take their child home.

6.7. Staff members who are unsure of an adult’s identity will ask to see identification.

6.8. If there is uncertainty about a person’s identity following the checking of their identification, the following procedure will be followed:

- A staff member will take the pupil 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.

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

6.10. If someone other than the child’s parents are collecting them then both parents must agree about who is collecting.

7. Non-collection procedure

7.1. The school will continue to try and contact the parents and named emergency contacts in the event of a non-collection.

7.2. A detailed record of the action taken, and the calls made, will be kept using the schools electronic CPOMS system.

7.3. Under no circumstances will staff members go and look for the parents.

7.4. A staff member will supervise the pupil at all times.

7.5. 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 procedure will be followed and children’s services and the police will be contacted.

7.6. A member of staff will stay with the pupil until children’s services arrives.

7.7. 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.

8. Monitoring and review

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

8.2. This policy will be reviewed on an annual basis by the Headteacher and DSL team.

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

October 2023

To be reviewed annually