



Education Trust

Inspiring the individuals of today, for a better society tomorrow

“Aspire, Belong, Collaborate”

COLLECTION POLICY

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| Review Frequency | Annual |
| Reviewed | 26 th January 2026 |
| Next Review | February 2027 |
| Agreed by Trustees | 26 th January 2026 |



The Policy Statement

Schools have a duty to safeguard children in their care. An important part of this is considering how to ensure that pupils arrive and leave premises safely.

We are committed to providing a safe and secure working, teaching and learning environment for all staff, pupils, governors, contractors and visitors whilst on site. This aims to develop, promote, communicate and encourage a positive culture within the school, which recognises the importance and relevance of Risk Management and Security strategies.

The school recognises that many of its pupils, visitors and staff have individual needs when accessing the school site and facilities. As part of the ongoing commitment to the delivery of an inclusive educational service, we will endeavour to ensure, as far as possible, that disabled pupils, staff and visitors have easy access to the school reception area and other parts of the school and reasonable adjustments are in place.

The school understands that whilst there is a need to promote an open and welcoming environment, there is also a responsibility to address all security and personal safety-related issues. This will ensure protection of the school's staff, pupils, visitors and contractors, as well as its physical assets.

This policy is to be used alongside the school's current Health and Safety Policy. As outlined in the school's Health and Safety policy, roles and responsibilities will be nominated to the person through job role, position and/or title. It will be reviewed on an annual basis, or sooner if alterations occur. The security within the working environment is the responsibility of everyone on site.

All staff will be given access to copies of the policy. The policy should be shared with parents and carers when a child joins the school.

Organisation

Adults with parental responsibility will be asked by the school to give personal information relevant to the collection of their children. Parents/carers are responsible for keeping this information up-to-date, including information for alternative adults with permission to collect the child(ren) and adults who are barred from collection.

This information is stored in line with our Data Protection Policy.

Regular checks to ensure that the policy and procedures are up-to-date will be undertaken. Any changes or issues that need to be highlighted to staff, will be notified through staff meetings, emails or notices in the staff room.



Collection of Children

No pupil should leave the school unless accompanied by an adult with parental responsibility or confirmed permission (see section i). Any child leaving the site within school hours must be signed out and should only be allowed to do so with prior arrangement through an appropriate member of staff.

Should a child leave the school premises without permission then staff should only follow the child if it does not put the child or staff member at risk. A report of the event must be made to the office and member of the senior leadership team. Parents will be immediately informed of the circumstances and police will be called if necessary.

i) Walking

Where age appropriate, children may be allowed to leave the school alone provided the school has written permission from an adult with parental responsibility. If in doubt this **MUST** be checked with a member of the senior leadership team. There is no law that states what age children may travel to and from school unsupervised. Parents and carers should make their decision based on their child's maturity, ability and the safety and distance of the route to school. Recommendations from the NSPCC advise that children under 8 are accompanied by an adult or sibling over 14.

ii) Collection by Siblings

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 and being collected.

iii) After School Club Provision

The main gates will be locked from 3.30pm and contact with After School Club is therefore by phone. Children in Early Years, Key Stage One and Year 3 who are attending After School Club will be walked to the designated area by an adult where they will then be signed in on a register. Children in Year 4 and above can walk independently to After School Club where they will be signed in on a register. Adults with parental responsibility will call the After School Club phone in order collect their child. Children



will be walked to the gate by a member of ASC staff who will ensure that the adult collecting has permission to collect. The procedures outlined in the school policy also apply to After School Club.

iv) Extra-Curricular Clubs

Children attending extra-curricular clubs will be registered by the member of staff running the club. Children who are not present will be made known to the school office so that they can check attendance in school and whether alternative arrangements for collection from school have been made.

v) Procedures for late collection

In the event that a child is not collected on time, teachers will accompany the child to the school office and make staff aware that they have not been collected. Office staff will contact parents or carers; call emergency contacts if parents/carers cannot be reached; keep a record of late collections. Until the child is collected, they should stay at school in the care of two members of staff who have undergone the appropriate vetting and barring checks. Children not collected promptly at the end of the school day or the completion of an after-school activity may be placed in the care of our After School Club. In this event, the parent/carer may be charged for the entire session. Regular late collection will result in referral to children's social care, in line with statutory guidance.

vi) Procedures for alternative adults to collect

Parents/carers MUST alert the school if an alternative adult is collecting their child. This adult may be asked for ID on collection. In an emergency, a parent or carer may alert the school to an alternative adult by phone, by giving the child's name, date of birth and address.

vii) Staff responsibility if an alternative adult is collecting

It is essential that the relevant member of staff supervising the collection of children is made aware of any changes to the usual routine of the child. As teachers are not always able to check emails during the school day, if it is a same-day change, office staff must ensure that staff are made aware by speaking with the relevant member of staff. Staff may ask for the ID of any adult, and if unsure can keep the child, take them to the office, and call an adult with parental responsibility to double check.

viii) Managing disputes

If an adult comes to collect a child but is not authorised to collect, the child will not be released and the adult with parental responsibility will be called. Senior staff will be alerted, and this will be logged as a safeguarding concern. If an unauthorised person refuses to leave the premises, becomes aggressive or



violent or attempts an unauthorised removal of the child then it may be necessary to contact the police. This should be recorded as a safeguarding concern using the school's usual safeguarding procedures. If a child discloses that they don't want to go home because of abuse or neglect, then the school should follow their child protection procedures. Safeguarding procedures will be followed if the school is worried that the adult collecting a child is under the influence of alcohol or drugs, or their behaviour otherwise suggests that they may not be in a fit state to safely look after the child.

Responsibilities

Class teachers and teachers who have responsibility for the egress of the children at the end of the day should ensure that they know where the children are going and which adult is collecting. For example, registers for ASC and extra-curricular clubs should be made available to class teachers and children who are in Year 3 or below should be walked by a member of staff to their club.

Arrangements for Visitors

All visitors and volunteers will have restricted access to the school, reporting to the main reception, using the signing in system at all times. Visitors will be accompanied by a member of staff at all times, unless the school has DBS checked the visitor and has placed them on the approved DBS list. (For example, visiting music teachers.)

i) General

Badges will be issued to visitors and they must be informed that they should display them at all times. Staff should also be advised that they need to wear identity badges at all times. Staff should be aware of the school's procedures and actively question all persons on site if they are not wearing a badge.

ii) Volunteers

Where volunteers are entering the school, they should be expected to sign in at reception and carry ID. Volunteers should have proper checks in place.

iii) Contractors

All contractors should be made aware of the school's policy for 'contractors working on site.' A nominated person (usually the Operations Manager) will be in charge of the contractors, ensuring they are aware of any security related issues, which may be affected by their work. Assessment should be made of all areas if such work will breach the current access control measures in place.

Links to Related Policies



<https://www.rivieratrust.co.uk/policies/>

[NSPCC Dropping off and Picking Up](#)



DETAILS OF AMENDMENTS

January 2024

- Policy adopted

March 2025

- Policy reviewed without alteration

January 2026

- Policy reviewed without alteration

