

# Heritage Park Primary School

## Collection of Children from School Policy (including late collections)



**Approved by:** Senior Leadership Team

**Last reviewed on:** September 2025

**Next review due by:** September 2027

## **Heritage Park Primary School**

### **Collection of Children from School Policy (including late collections)**

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils. Our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely.

It is the parent's/carer's responsibility to ensure that their child is collected by a responsible person. School does not have the legal authority to keep a child on the premises against a parent/carer's will, unless instructed to do so by an external agency such as Children's Services, but if an adult that appears to be under the influence of drugs or alcohol attempts to collect a child, school reserves the right to contact another family member to collect the child and will record the incident as a potential safeguarding concern. We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

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

- names and full addresses of parents/carers (and confirmation of parental responsibility)
- home, mobile and work telephone numbers
- TWO emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency
- Information about any person who has been denied legal access to the child, if relevant.

This information is stored on the school MIS online system, Scholarpack, and will be updated whenever circumstances change. When there is a change to the end of the day arrangements, we ask that parents inform either the school office or the class teacher as soon as possible. School will update their records on an annual basis. (See Appendices A, B, and C)

### **Pupils in the Reception class and Key Stage One**

There is no law on what age children may travel to school or home unsupervised but school request that no pupils in Reception or Key Stage One walk to school on their own. School expect that all children are collected by an adult after school.

#### **Reception class:**

Upon enrolment, parents/carers are required to provide the names of up to four authorised adults (including themselves) who have permission to collect their child from school. For safeguarding purposes, each authorised adult must be able to provide a previously agreed password before the child will be released into their care. Children will not be handed over to anyone who is:

- Unable to state the correct password, or
- Not listed as an authorised, responsible adult (unless written confirmation is provided).

### **Key Stage One and Year 3:**

Pupils will only be handed over to adults named as having authorisation to collect. Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement.

### **Pupils in Years 4, 5 and 6**

There is no law on what age children may travel to school or home unsupervised. As a child enters upper Key Stage Two, we believe that parents need to decide whether a child is ready for this responsibility. In deciding whether a child is ready to walk to school, parents should assess any risks associated with the safety and distance of the route and of their child's confidence and maturity.

We highly recommend that pupils in year 4 are still brought to and collected from school. Pupils will only be handed over to named adults. Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement. If you decide that your child is ready for the responsibility of walking home independently, then you must inform the school by letter or by completing the permission slip on an annual basis (Appendix A).

Your child will be prevented from walking home unless this permission has been given in writing. Parents who wish to meet their children a short walk away from the school or anywhere else off the site, must give written consent to them leaving the site alone.

### **Siblings**

Many children in Key Stage Two may have younger siblings who are also attending school and parents may want all of the children to wait in the same area of school. Parents must give written consent for their child to walk round to the Reception or Key Stage One classrooms from the Key Stage Two playground. By giving their consent for an older sibling to walk to the Reception or Key Stage One playground, parents must acknowledge that the class teacher will no longer be supervising their child.

Older siblings may collect pupils in Year 1 to 6 provided they are of secondary school age or above. School will not release any Reception pupil to anyone other than a responsible adult who we class as above 18 years of age. Parents who wish for older siblings of this age to collect younger children must inform the office in writing. Parents will need to consider the maturity of all the children involved, the length and nature of the journey home and the relationship between the children.

Until written consent is received for the children to walk to the Reception or Key Stage One classrooms, or to be collected by an older sibling, the children will stay in the care of their teacher until they are collected by a named adult.

## **Collection by staff from Blackberry House Day Nursery**

Any children who attend the after-school club at Blackberries will be collected from school by nursery staff who will then take the children over to their site. Written consent from parents is required before children are handed over to the nursery staff.

## **After School Clubs**

After school clubs held on the school premises must adhere to the school's procedures for dropping off and collecting pupils.

If parents/carers wish their child to walk home after a school club they must indicate this on their club consent form.

## **Children who are not collected from School**

Under Section 175 of the Education Act 2002, Heritage Park 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 dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

The school must be notified immediately by parents/carers when it becomes apparent that the person collecting the child may be late. Persistent late collections may be logged as a safeguarding concern. Persistent late collections at an after-school club may result in the offer being withdrawn. The senior leadership team may write to, or meet with, parents to discuss school attendance issues as required.

## **Procedure**

Heritage Park Primary School will care for a pupil who has not been collected from school, until such a time as they has been collected by a parent/carer, or appropriate alternative collection has been made (written evidence to be provided).

If a child is not collected by a parent/carer or named adult, after the school day or approved activity, the child will be taken to the school foyer and supervised there. Every effort will then be made to contact the parent/carer, or failing that, the emergency contact. Staff should never take a child home with them or transport them home (unless doing so in a parental capacity).

In the case of a pupil not being collected and no contact being made within one hour of the usual collection time, the school will ring Peterborough Children's Services and/or the police to discuss the concerns, seek advice and provide updates as required. In addition, school will continue to try and contact parent/carer/emergency contacts.

## **Safety and Major Incidents**

To avoid potential first aid issues, children are not to play on the field/playground equipment before or after school.

If an incident occurs which results in a large number of children not being collected, Children's Services will be contacted at the earliest opportunity, because it may be necessary to accommodate the children at a single location until appropriate arrangements can be made.

**Appendix A**

---

**HERITAGE PARK PRIMARY SCHOOL  
ANNUAL UPDATE FOR WALKING HOME AGREEMENT**

Child's name: .....

Class:.....

***(please tick all that apply below)***

- I give permission for my child to walk round to the Key Stage 1 playground and understand that by agreeing to do this the class teacher will no longer be supervising my child and therefore no longer has responsibility for my child.
  
- I give permission for my child to walk home from school and understand that by agreeing to this the class teacher will no longer be supervising my child and therefore no longer has responsibility for my child.
  
- I give permission for my child to walk home from **after school clubs** and understand that by agreeing to this the club leader will no longer be supervising my child and therefore no longer has responsibility for my child.

Signed: ..... (parent/carer)

Date: .....

---

**Appendix B**

---

**HERITAGE PARK PRIMARY SCHOOL  
ANNUAL COLLECTION FROM SCHOOL AGREEMENT YEARS 1-6**

Child's name: .....

Class:.....

I understand that it is my responsibility as a parent / carer to collect my child at the end of the school day, or during school hours if I am contacted for whatever reason. However, in some circumstances this may be difficult and I therefore give permission for the people names below to collect my child. I understand I also need to include parent and carer names in this list:

People I give permission to collect my child from school are:	
Name of Person (Please Print)	Relationship to Child (e.g. mother, father, grandparents, friend, childminder etc.)

Signature.....

Date.....

**Appendix C**

---

**HERITAGE PARK PRIMARY SCHOOL  
ANNUAL COLLECTION FROM SCHOOL AGREEMENT - RECEPTION**

Child's name: .....

Class:.....

I understand that it is my responsibility as a parent / carer to collect my child at the end of the school day, or during school hours if I am contacted for whatever reason. However, in some circumstances this may be difficult and I therefore give permission for the people names below to collect my child. I understand I also need to include parent and carer names in this list:

People I give permission to collect my child from school are:	
Name of Person (Please Print)	Relationship to Child (e.g. mother, father, grandparents, friend, childminder etc.)

I understand that the persons named above will have to give the agreed password before my child can be handed over.

The password I intend to use is ..... (please print)

Signature.....

Date.....