



Safe Collection Policy

Reviewed: **September 2024**

Reviewed by: **Headteacher / SLT / Governors**

Date to be reviewed: **September 2026**



East Peckham Primary School, 130, Pound Road, East Peckham, Tonbridge, TN12 5LH

Statement of Intent

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. In the event that a child is not collected by an authorised person at the end of the school day the school puts into practice agreed procedures.

Aim

The end of the school day is a busy time, and our aim is to ensure children are dismissed carefully under strict supervision, collected on time and arrive home safely.

The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children leaving the school premises.

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

The Authorised Adult

Our definition of 'the authorised adult' relates to a responsible person aged 16 years or over. The age of legal responsibility is 16 years old and therefore as an organisation we would be failing in our duty if we did not observe this.

The person may be a;

- Parent/Carer
- Family member
- Childminder
- Neighbour
- Someone over the age of 16 who has the parent/carer's written permission to collect the child from school. Verbal consent can be accepted in emergency situations.

The school does not agree that an 'authorised adult' is someone who is below the age of 16. If a parent feels that it is appropriate for someone younger than 16 to collect their child then they must contact the school who will address each request accordingly. All responsibility for this action is then with the parent, and their request must be confirmed in writing via an email. It remains at the school's discretion to refuse this request.

Methods

Parents/carers of children in our school are asked to provide specific information at the beginning of each academic year which is kept in our data file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Emergency contact details

- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. child-minder, relative, or an arrangement with another parent
- Information about any person who has been denied legal access to the child

Information about who has primary responsibility for the child

If there are any changes to any of the above we ask that the school office is notified immediately. 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.

Safe Collection

School finish times are available on our school website www.east-peckham.kent.sch.uk. All children will wait inside the school grounds and are handed over individually to their 'authorised adult'. If, as a parent or carer, you make arrangements for your child to be collected by another adult, it is important you ring school and inform the staff of these arrangements.

Any unknown person collecting children will be challenged by staff and permissions checked with parents/carers. We will also check that children are happy to be handed over to these individuals and that they are known to them. If we do not receive a message directly from you we will not hand over your child.

Children in Year 5 and 6 are permitted to walk home alone in preparation for transition to secondary school. Parents must give permission for their child in Year 5 or 6 to walk home alone in writing which we will keep on file, an email will suffice. Younger siblings may not be released to walk home with the Year 5 or 6 child. Other pupils will remain with their class teacher until a known adult collects them.

The school does not agree that it is appropriate for children in years below Year 5 to walk home on their own. If a parent feels that it is appropriate then they must contact the school who will address each request accordingly. All responsibility for this action is with the parent. It is at the school's discretion to refuse this request. Even if parents meet their children a short walk away from the school (such as across the field) or anywhere else off the site they will need to consent to them leaving alone.

Once a child has been handed over to a responsible adult, they are no longer the responsibility of the school.

Once a child who has been given parental permission to leave the school alone has left the school grounds, they are no longer the responsibility of the school.

We ask parents/carers to remain vigilant after collecting their child to ensure they leave the area around the school premises safely.

Other safety issues

Parents are responsible for ensuring that their children do not access or use any areas of the school site that are prohibited. This includes playing on any outdoor playground equipment such as climbing frames, tyres or climbing walls. This equipment is only permitted to be used by pupils of the correct age during the school

day and under appropriate supervision. For all safety reasons, no pupils should use balls, bikes, skates or scooters etc. on the school site.

Communication

As always, good communication between home and school is vital so please let us know ASAP if there are any changes to your normal drop off and collection routines, particularly if you will be late to collect your child at the end of the school day.

Please remember that it is a parent's responsibility to ensure children travel to and from school safely. Please talk to your children about staying safe.

When children are not collected

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact school as soon as possible to notify us that you may be late.

If we receive no such message, the following procedure would be followed;

1. The child will remain with their class teacher/TA until their adult arrives.
2. If their adult is late after the gate closes, they will return into the building with their teacher and wait near the main office whilst staff try to contact parents/carers.
3. Messages are checked to see if there are any changes to the end of day arrangements
4. Parents/carers are contacted at home or work. If this is unsuccessful, other authorised adults are contacted. In the meantime the child will wait at the main office entrance under adult supervision.
5. Where no authorised adult can be contacted by 4 p.m. and/or the child has still not been collected, we will follow our Child Protection Procedures and contact the Local Safeguarding Team.
6. The Safeguarding Team will aim to locate the parent/carer or relative. If they are unable to do so the child may be placed into the care of the Local Authority.
7. The school will send a letter informing the parent/carer of the actions that have been taken to safeguard their child.
8. A full report of the incident will be written and placed on the child's school file.

Following a late collection

All late collected children will be recorded and this information will be stored centrally for further investigation. Where a child has 3 recorded late collections in one term a letter will be sent home to the parents. Further support may be sought from the Local Authority should this continue.

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