



Aston Lodge  
Primary School  
Show Pride • Reach for the Stars

# CHILD COLLECTION POLICY

**ASTON LODGE  
PRIMARY SCHOOL**

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☎ 01142 872432 **HEADTEACHER:** Mrs S Cronin



# Child Collection Policy

This policy is a statement of the procedures followed at Aston Lodge Primary School for the collection of children, to ensure their safety.

## **Intent:**

In the event that a child is not collected by an authorised adult, we will begin agreed procedures to ensure that the child receives a high standard of care in order to cause as little distress as possible. After 15 minutes, the child will be placed into after school provision of the school. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

## **Admission Information**

When children start at Aston Lodge Primary School, parents are asked to fill in information about their child. Details are completed about the people who will be collecting their child. This information is then filed and used to identify the designated person(s).

## **Early Years Foundation Stage**

In the Foundation Stage, school acknowledges that these are our youngest children in school and may not have the ability and understanding of being able to verbalise who is collecting them that day from school. Therefore, we have implemented a safe system when releasing the children at the end of the school day. Staff work with parents/guardians to create a safeguarding file for each child, this includes photographs and names including relationship to the child, of authorised personnel who have permission to collect the child from school. School staff will refer to the folder when an unfamiliar adult comes to collect a child. If a photograph has not been provided for that adult, the child will not be released until a parent/guardian has been contacted.

## **Keystage 1/2**

If parents need someone else to collect their child then they must contact the school office informing who is collecting and the relationship to the child. Children will not be dismissed to others whom teachers are unfamiliar with.

## **Suitable People/Identification of Individuals**

If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the staff must inform the headteacher who will assess the situation. If it is felt that the parent/carer appears unable to take responsibility for the child, they will take appropriate action. This may include contacting another person on the emergency contact list/member of the family. If another designated person is not available, then social care or the police will be contacted.

## **Collection by a child under 16 years of age**

If children at Aston Lodge Primary School are to be collected by a child under 16 years of age, parents must complete an additional consent form. Please contact the office for details.

## **Relationship breakdown of parents / guardians**

The school has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down. Unless there is a court order, of which the school must have a copy, preventing one parent's contact to the child we are unable to legally deny access. Should a parent of concern ask to access their child, we will contact the first parent to come to school as soon as possible, explaining this procedure and asking the second parent to wait.

If there is concern about violent or aggressive behaviour from either parent we will seek advice from the police and follow their recommendations. We will follow guidance within our policy on violence.

### **Late Collection / Failure to Collect a child**

In the first instance, after fifteen minutes the person in charge should accompany the pupil to the school office, telephone the parent/carer and establish what has happened, the time the pupil is to be collected and name of person collecting the pupil. The Headteacher or senior staff member should be informed and it is their responsibility to care for the pupil until he/she is collected.

If after fifteen minutes contact has not been made then the Headteacher or senior member of staff should telephone the other contact numbers and follow the above procedure. The incident should be logged. If, at this stage, a named contact is not found then the pupil should be taken care of by school staff, in school. This will provide a safe and stimulating environment for the pupil and hopefully reduce the stress levels the child will be experiencing.

If by 5.00 p.m. contact has not been established then the Headteacher or senior member of staff should contact social care and the police. The Headteacher or senior member of staff will stay with the child until suitable arrangements are in place. The governors agree that it is a statutory right for all children to be collected at the correct time each day. Being late to pick up children is unacceptable and impacts on children's welfare. It also means staff are unable to attend training, run clubs and meetings and are also late to pick up their own children. School also incurs costs and may have to pay overtime to staff for remaining behind to look after children.

If children are not collected on time this may incur a charge of the usual after school rate. Although, this is something school does not want to do, if late collection continues to impact on school budget, staff workload and continual professional development, this option may be used. If children are regularly picked up late, they will no longer be able to attend after school clubs.