



*'Creating Excellence, Embracing All'*

# **Botley School**

## **Collecting Children from School**

### **Policy**

Designated Safeguarding Lead : Jo Reid

Headteacher : Jo Reid

Chair of Governors: Sue Miller

Renewal date: Sept 2025

Policy Determined: 26th November 2023

Policy Reviewed: November 2024 &  
November 2025

Local Governing Board



### **Botley School Vision statement**

*A high-quality education in a positive and happy school, where everyone is included, celebrated and encouraged to be a creative lifelong learner.*

### **Botley School Values**

*Inclusivity Teamwork Kindness Respect Resilience Creativity*

### **Statement of intent**

Botley School is committed to ensuring the safety of all pupils when they leave school at the end of the day. We appreciate that, for many families, arrangements need to be flexible and it may be that several people care for the child after school. For this reason, we have set out clear procedures that all staff and parents/carers must adhere to, to ensure the safeguarding and wellbeing of pupils.

The aim of this policy is to:

- Keep pupils safe.
- Ensure all staff members are aware of the correct procedures for the end of the school day.
- Make parents aware of the expectations regarding collecting children.
- Highlight the importance of parent-school communication.

### **Legal framework**

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Section 175 of the Education Act 2002
- DfE (2022) 'Keeping children safe in education 2023'
- DfE (2018) '[Understanding and dealing with issues relating to parental responsibility](#)'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Child Protection and Safeguarding Policy

## **Roles and responsibilities**

The headteacher is responsible for:

- The overall implementation of this policy.
- Communicating this policy to all members of staff and persons with parental responsibility.
- Ensuring effective procedures are in place for pupils travelling to and from school.
- Liaising with parents to establish whether individual pupils need extra assistance.
- Informing person with parental responsibility where their child has not turned up to school to coordinate an effective response.
- Ensuring arrangements for dedicated school transport are in place.

Parents are responsible for:

- Adhering to the principles outlined in this policy.
- Ensuring their child is aware of, and adheres to, the established route for travelling to and from school.
- Informing the headteacher when their child has not returned home from school.
- Communicating to the school if they are going to be late to collect their child.

Pupils are responsible for:

- Behaving appropriately when travelling to and from school.
- Making sure they arrive to school on time.

## **General collection procedure**

Persons with parental responsibility will promptly collect pupils at the end of the school day, which is 3:15pm, from the designated school door. They will be made aware of what is expected of their behaviour when they are collecting pupils, including that:

- The school is a smoke-free zone
- No mobile phones can be used in the school grounds.

Staff members will supervise the playground until all pupils have been collected, accounting for the school's late collection procedure. Sufficient staff to pupil ratios will be met at all times during the collection process.

Pupils will be allowed to travel home on their own as long as the headteacher has been informed of this arrangement by the pupil's parents/guardians, prior to this commencing.

Pupils will only be allowed to travel home on their own once they start Year 6. All requests to travel home need to be completed in writing via email to [office.2569@botley.oxon.sch.uk](mailto:office.2569@botley.oxon.sch.uk)

Staff members will not release a pupil if it is felt that the person collecting the child is not in a fit state to ensure the pupil's safety or if the pupil shows signs of distress or anxiety. This is true of any person with parental responsibility and any adult or young person who has been nominated to collect the child on their behalf. In these cases, the school's Child Protection and Safeguarding Policy will be followed and children's social care, and the police if appropriate, will be contacted.

Pupils will only be permitted to leave the premises with adults who are registered with the school as a person with collection responsibility.

Under no circumstances will staff members take pupils home themselves.

## **After-school club collection procedure**

Extra-curricular after-school clubs and activities will finish between 4:00 and 4:15 depending on the activity.

Persons with parental responsibility will follow the normal collection procedure, as outlined in the 'General collection procedure' section of this policy, when picking up children from after-school clubs.

Where after-school club provision is provided by an external organisation, it will be the responsibility of that organisation to implement an appropriate process for the collection of pupils, ensuring that they effectively identify and respond to safeguarding concerns.

## **Botley Out of School Hours Club (BOSHC) Wrap-Around Care**

All persons with parental responsibility using the wraparound care facility must sign their child out of the premises on collection.

## **Late collection procedure**

Parents/guardians will notify the school at the first possible opportunity if they believe they will be late to collect their child.

The school will allow for a 10-minute window for late arrival. If a pupil has not been collected by 3.25pm, a staff member will escort them to the school's main office and then the school will begin trying to contact the pupil's parents. If the person with parental responsibility for the child cannot be reached via the contact details provided, emergency contacts will be contacted, and the school will continue to try and contact the priority 1 adult. If no adult with responsibility cannot be contacted, the non-collection procedure will be followed as outlined in the 'Non-collection procedure' section of this policy.

The school will hold at least one emergency contact for each pupil and will have more than one where reasonably possible.

All staff members, including those in charge of after-school activities, will be aware of the school's internal procedure for late collection and will ensure that the situation is resolved whilst causing as little distress as possible to the pupil.

While awaiting collection, pupils will be supervised at all times, ensuring appropriate staffing ratios are met. Where parents/guardians are over 15 minutes late, the pupils will be taken to the BOSHC wrap-around care facility which will incur a session charge.

Where appropriate, a staff member will sensitively ask the pupil whether they are aware of any reason that could account for their adult being late.

## **Recurrence of late collection**

The length and frequency of late collections are monitored by the school. The school will keep a record of incidents where parents are late with no reasonable explanation.

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.

In the event of recurrence of late collection, where no reasonable explanation has been given, a letter will be sent home to the persons with legal responsibility inviting them to a discussion about their circumstances.

Persons with parental responsibility will be made aware of the arrangements that may be put in place if they continue to collect their child late, including the school's right to enforce a penalty charge.

## **Collecting a child on someone's behalf**

The school will never release a pupil into the care of another adult who is not a family member or named emergency contact without the consent of the person with parental responsibility.

Social workers will not be 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.

Pupils may be collected from school by an older sibling if the sibling is aged 14 or older.

Pupils may not be collected by an older sibling in year 6 who has been given permission to walk home independently.

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 will notify the school in writing or by telephone.

In an emergency, verbal consent may be given for an agreed person to take their child home. This will be recorded, and a letter will be sent to the parents confirming that the

arrangement was made at their request. Verbal consent will include a full physical description of the person, unless already known to the school.

Staff members who are unsure of an adult's identity will ask to see identification. 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 person with parental responsibility for the pupil will be contacted for further advice
- A member of the SLT will be made aware of the situation
- If the people with parental responsibility are not contactable, the standard procedure for uncollected pupils will be followed

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

## **Non-collection procedure**

The school will continue to try and contact the person with parental responsibility and named emergency contacts in the event of a non-collection. A detailed record of the action taken, and the calls made, will be kept.

Under no circumstances will staff members go and look for the adult who should be collecting. A staff member will supervise the pupil at all times.

If no contact has been made with the responsible adults listed, 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 and Safeguarding Policy will be followed and children's social care, and the police if appropriate, will be contacted.

A member of staff will stay with the pupil until children's social care arrives.

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 the adult responsible for the pupil.

## **Monitoring and review**

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

This policy will be reviewed on an annual basis by the headteacher/DSL and the DDS. The next scheduled review date for this policy is November 2024.

Any changes made to this policy will be communicated to all staff and persons with parental responsibility.

