



Federation Of Abbey Schools

Collection of Children Policy

Date of Issue: January 2023

To be Reviewed: February 2026

POLICY FOR THE COLLECTION OF CHILDREN AT THE END OF THE SCHOOL DAY

This policy is to ensure the safe departure of pupils from school at the end of the school day. School staff and parents have a number of responsibilities to secure the safety of all pupils leaving the school.

SCHOOL RESPONSIBILITY

- To ensure all children are collected by an adult known to the child or the school.
- To ensure that all reasonable practical steps are taken to supervise all children until they are collected.
- To ensure continued supervision of pupils who are collected late by their parent for whatever reason, after a reasonable length of time action will be taken in line with the school's Safeguarding procedure.
- A record of any 'responsible person' collecting the child is to be kept in each classroom and office. Parents are asked to inform the school office of any changes to the agreed collection if necessary, before the end of the school day.
- To take a signature of collection from After School Club staff.

PARENTAL RESPONSIBILITY

- To ensure they arrive at school on time to collect their children.
- To notify the school office of any changes to the usual arrangements by the end of the school day or if they will not be on time.
- To ensure they leave the school site as soon as the child is in their care.
- To ensure that the child is aware of who is collecting them at the end of the day.
- To instil the rules of the collection procedure to their child and ensure the child stays with their teacher until the parent arrives.
- A record of any 'responsible person' collecting the child is to be kept in each classroom and office. Parents are asked to inform the school office of any changes to the agreed collection if necessary, before the end of the school day.
- To provide written consent that a junior child is able to walk home at the end of the school day alone or with a sibling.