



# Collection Procedures and Protocols

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## Purpose

This document outlines the school's arrangements for the safe and secure collection of children at the end of the school day, ensuring that all pupils are collected by known and trusted adults in line with safeguarding expectations.

## End of Day Collection Arrangements

Children must be collected from the designated collection points on the school playgrounds at the end of the school day. Children will be dismissed from their classroom or stairwell exits, and this process will be supervised by a staff member. The supervising staff member will only release a child once they have confirmed that the appropriate trusted adult has arrived.

Once the child is dismissed, the school has discharged its duty of care, and responsibility transfers to the collecting adult.

## Trusted Adults

Only individuals identified as trusted adults by parents or carers are permitted to collect children from school. Parents must ensure their trusted adult list is accurate and up to date. This can be managed via the Parent Arbor app.

If a change to the trusted adult list is required, parents are responsible for updating this information directly in the Arbor system.

Please note: Children will not be released to any adult who is not on the trusted list, even if they are known to the child, without prior confirmation from the parent. The school reserves the right to refuse dismissal if there is any uncertainty regarding a collecting adult's identity or authorisation.

## Collection by Older Siblings

In some circumstances, older siblings of secondary school age may collect younger siblings. In these instances:

- Parents must notify the school formally in writing.
- Siblings under the age of 16 cannot be considered guardians or listed as emergency contacts on Arbor.
- The school must receive this written consent before the arrangement can be permitted.

Please note: Older siblings of primary school age (including those in Year 6) are not permitted to collect younger siblings under any circumstances, even if they have permission to walk home alone themselves.

## **Changes to Collection Arrangements**

If there is a planned change to who will be collecting your child:

- Parents must notify the school as early as possible.
- Please call the school office, who will ensure the message is passed to your child's class teacher.
- Do not rely on the Parent Messaging app to notify staff of same-day changes, as teachers may not see these messages in time.

## **Year 6 Pupils – Independent Travel**

To promote independence in preparation for secondary school, children in Year 6 may be permitted to:

- Walk to a designated meeting point (e.g. outer gates), or
- Take themselves directly home.

In either case:

- Written parental consent is required, even if the intention is to meet the child outside school gates.
- Once the child has been dismissed from the classroom, the school's duty of care ends.
- Parents must understand that they assume full responsibility for their child between dismissal and their arrival at home.

We strongly encourage parents to have safety discussions with their children before choosing this option. For further guidance, parents can visit the NSPCC website.

## **Court Orders and Custody Arrangements**

Parents and carers must inform the school of any court orders, custody arrangements, or restrictions that may affect collection rights. A copy of the legal documentation must be provided to the school office. The school will follow these directives to ensure the safety and wellbeing of all children.

## **Review and Monitoring**

These procedures will be reviewed every three years and updated as necessary to ensure it reflects current safeguarding guidance and best practices.

Version 1: Date Reviewed: July 2016 – Mr P Le Conte

Version 2: Date Reviewed: July 2020 – Mrs J Barton

Version 3: Date Reviewed: July 2024 – Mr P Le Conte