

	The TILIAN PARTNERSHIP <i>Inspire to achieve</i>	Policy Document Agreed: Mar 2026 Review: Annual Date: Mar 2027
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Gislingham Primary School - Delivery and Collection of Pupil from School Policy

Pupils' well-being is of the greatest importance to the staff at the school, therefore procedures for collecting children are followed to ensure your child's safety.

1. General Principles and responsibilities

- The Head teacher has the responsibility to ensure all systems for dropping off and collecting of children are safe and effective. They are responsible for monitoring the effectiveness of systems and making improvements as necessary.
- School Staff are responsible for the orderly dismissal of pupils from their classrooms
- School Staff must be sure that pupils' leaving arrangements are SAFE.
- School Staff will not allow children to leave with unknown persons, or other parents without prior knowledge of the arrangement.
- Where changes to a child's normal pattern of home time occurs, the school expects to be informed by the parent on or before the day.
- Parents/carers will drop off / collect children (or arrange for this to happen) punctually
- Parents/carers will collect children after extra-curricular (or arrange for this to happen) punctually
- Children should be supervised by the parents/carers until the school opens, at which time the school assumes responsibility for the child
- When parents/carers collect children from the school, the parent/carer becomes responsible for the child.

2. Designated persons - responsibility of parents

When your child starts at the school, you will be asked to fill in information about your child. We will ask for details about the person/people to be contacted in an emergency. This list will also be used as the approved list i.e. those named adults will be the designated person(s) for collecting your child from school.

The school will request updates to this contact list at the beginning of the school year. It is very important that we have accurate and up to date contact numbers for the people on the list so **if you, or one of your designated persons changes their mobile phone number, you must inform us immediately.**

Parents should ensure that those people who are likely to collect their child (e.g. family, parents of other pupils etc) are included on the child's contact list. If you decide that you wish to remove a person (not a parent/carer) from the contact list please inform the school office immediately.

3. Collection from school at the end of the day

It is the responsibility of school staff to ensure that children in their respective classes are collected by an appropriate designated person. External providers and supply teachers must be supervised by school staff.

It is the policy of the school that **no person under the age of 16 years** can collect a child from the school, unless this has been previously agreed with the Headteacher (see paragraph below). If the staff are in doubt of the age of the designated person then proof of age will be requested. If the staff member does not receive adequate proof then the pupil will not be released and the emergency contacts for that child will be called.

If you wish a person under 16 to be on the designated list you must make a request in writing to the Headteacher by letter or by email. The request must contain the name and age of the person and you must confirm that, from the point of collection of the child, you accept full responsibility for the safety and behaviour of the child being collected and the person on the designated list. The headteacher will inform the parent in writing of their decision. Please note that the Headteacher's decision is final and will be based upon:

- The age of the child to be collected
- The age of the designated person
- The distance from school to home (or the residence being travelled to)
- The needs of the child being collected

If staff feel that the designated person collecting a child may be **under the influence of either alcohol or drugs** and/or the safety and wellbeing of the child may be compromised, the staff member will contact a member of the Senior Leadership Team (SLT). The member of the SLT will assess the situation and if they feel that the designated person appears unable to take responsibility for the child they will take appropriate action. This could include contacting another member of the family to collect the child. If another family member is not available then Children's Social Care or the Police will need to be contacted. This would be considered a safeguarding concern and the school safeguarding policy will be followed.

4. Collection by the parent of another pupil at the school (who is not on the contact list)

It may sometimes be necessary that a child is collected by the parent of another child at the school e.g. when going around a friend's house to play. If a child is to be collected by a parent of another child at the school, this should be communicated in:

- writing (and signed by a parent/carer) to the school office at the start of the day (at the latest). It is acceptable to send an email instead of a letter (from an email address recognised by the school) to the school office - once again this should be received before 9am on the day of collection).
- In exceptional cases, if you are unable to collect your child (e.g. held up because of a traffic accident etc). Then please phone the school as soon as possible to alert the Headteacher or office staff and to give the name of the person collecting the child. If the selected person is not on the authorised collection list on Arbor, your child will only be released at the Headteacher's discretion. Please note that the person collecting may be asked for a photo ID. You may also be given a password to pass on to the person allocated to collect as a form of identification.

5. Collection by Child-minders/after school provision/ Taxi Drivers

If a pupil is collected by a taxi company, registered childminder or after school provider then the taxi driver, childminder or after school provider must be included on the child's contact list. When collecting a pupil from the school they will be required to show proof of identity e.g. an identification card displaying their name and, if working for an after school provider, this card must display the name of the after school provision or company. You may also have to set up the use of a password for identification.

6. Pupils leaving the school site alone

All pupils in Reception, Year 1 and Year 2 must be collected from school by a designated person. It is **recommended** by the school that pupils do not leave the school site alone until Year 5 at the earliest and this depends on

- the maturity of your child
- your child's understanding of safety
- the distance from school to home
- the potential hazards (e.g. roads) encountered on the journey
- whether the child will walk home in a group (which is usually safer)
- The weather conditions
- The time of year

The school considers that it may be useful preparation for high school for Years 5 and 6 pupils to have some experience of leaving the school site without an adult. However, the decision is yours as a parent. If you wish your child to leave the school site without an adult, the school must receive written confirmation by using the form in [Appendix 1](#).

It is not acceptable that a Year 5 or Year 6 child escorts a younger child home as this would contravene section 2 of this policy which states that **no person under the age of 16 years** can collect a child from the school without a written agreement between the parent and headteacher.

7. Relationship breakdown of parents / carers

It is essential that the school is informed of a parental relationship breakdown so that we can support the pupil through a potentially difficult and uncertain time. The school's purpose is to support the child and we expect that both parents/carers will work with the school to help the child.

If there is a Court Order that affects the child, the school must be informed and a copy of the key information shared with the Head (this must have the approval of the court). Unless a court order specifically prevents a person from collecting a child, then the school must allow any person, who has been approved by either parent, to collect the child.

It is the responsibility of both parents/carers to ensure the child is collected appropriately from school and ensure that legal disagreements are settled between themselves and their solicitors without involving the school.

8. Violent or aggressive behaviour during delivery or collection of pupils

Violent, aggressive or undesirable behaviour (e.g. arguing and shouting, swearing etc) by parents will not be tolerated at the school or outside the school because this is not appropriate for our pupils to see and hear. Any parent displaying undesirable behaviour will be asked to leave immediately. If this does not happen or the behaviour is deemed serious by the staff member then the police will be contacted immediately for the safety of all other pupils.

9. Delivering and collecting a child from school by car

Ideally we would like every child who lives within walking distance to walk or cycle to the school, however, we realise this is not always possible due to work commitments of parents or dangerous roads. We

therefore expect that all parents delivering and collecting a pupil by car will do so in a manner which is safe for the other pupils.

It is essential that all cars are parked in a safe manner which does not cause difficulty for other parents or residents. In order to ensure this it is expected that car drivers will follow these rules:

1. Do not park or stop across driveways, in access areas or where there is a yellow zig-zag
2. When parking ensure that you do not park your vehicle on the path
3. Ensure children are supervised when exiting from the vehicle
4. Drive slowly past parked cars (maximum 20 miles per hour but significantly less when children are walking around)
5. Respect pedestrians and other drivers

If we receive a complaint about parking, from a named person (anonymous reports will be disregarded), which we regard as a serious safety concern or is directly preventing residents from entering or exiting their property then we will complete the letter in Appendix 2 and send it to the parent we are informed about. If a registration number or car make and colour is reported to us (as contravening these guidelines) and we do not know who is responsible for this vehicle - we will mention this in a letter to all parents.

10. Failure to collect a child

The school understands that, occasionally, an emergency situation can sometimes prevent collection of a child. When this happens the designated person must inform the school immediately if at all possible.

In the event of a parent / carer failing to collect a child the procedure set out below will be followed:

1. Ten minutes after the end of school a staff member will try to establish contact via the emergency contact number(s) in priority order.
2. The child will be asked to sit in a room so that they can be supervised by a member of staff
3. If no contact has been made by 20 minutes after the end of the school day a member of the SLT will be informed and this will be recorded as a late collection
4. Following three late collections during the previous 12 months the parent will be contacted by the CEO and will be expected to attend a meeting where the seriousness of this situation will be explained
5. If the pupil has not been collected by 4:30pm (or 6.00pm if the child has attended after school club) then the school will contact Social Services and/or the police.

Permission for child to leave the school site without an adult

Name of pupil: _____

Year group: _____

Please read the following statements and then sign the form below to confirm that these are true and that you are providing your permission for your child to leave the school site without an adult.

- I accept full responsibility for the safety of my child when walking without an adult
- My child understands road safety
- My child knows the safest journey to their destination
- My child knows that they must go straight home or to the agreed location.
- My child knows how to keep themselves safe from those that may wish to hurt them
- When arriving at their destination, my child will be met by a responsible adult
- I will take account of weather conditions and time of year and inform the school if I do not believe it is safe for my child to walk home unaccompanied on any occasion and I will arrange collection by a designated person

I confirm that the above statements are accurate and give permission for the child named above to walk home without being collected by an adult.

Signed _____ (Parent/Carer) Name (please print): _____

If you would like your child to leave the school site throughout the year, please leave the following blank.

What day(s) every week would you like your child to leave the school site unaccompanied? (please circle)

Monday

Tuesday

Wednesday

Thursday

Friday

Or

Which specific dates would you like your child to leave the school site unaccompanied?

On school headed notepaper

Date

Dear (name of person responsible for vehicle)

It has been reported to the school office that on _____ (date), you (delete as appropriate):

- Parked or stopped across a driveway
- Parked or stopped in access areas
- Parked or stopped on a yellow zig-zag
- Parked or stopped your vehicle on a path
- Other reason (please state):

Incidents such as this are a breach of the guidelines contained in our Delivering and Collection of Children to School Policy (available on the school website). Although it is not the school's responsibility to ensure appropriate parking and driving, I am sure that you will agree with us that safety of our children and maintaining positive relations with residents is important.

If you believe that this report is inaccurate or malicious please inform me immediately.

Thank you for your cooperation in keeping all our pupils safe.

Yours sincerely

Head teacher