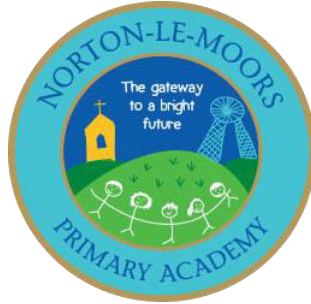


Collection Policy



Approved by:	Eilíeen Harvey	Date: 01.09.2026
Last reviewed on:	01.09.2026	
Next review due by:	01.09.2027	

Inspirational Learning Academies Trust

COLLECTING CHILDREN POLICY

AIM

It is essential that the academy ensures all children leave school at the end of the day with a safe adult. We appreciate that for many families arrangements need to be flexible and it may be that a few people care for the child after school. Sometimes there will be 'one-off' arrangements.

OBJECTIVES

- To give clear guidance to school staff and the children's parents/carers as to the procedures to follow
- To provide a system that allows staff to identify easily the person who is responsible for collecting each child

UNDER NO CIRCUMSTANCES ARE CHILDREN ALLOWED OFF THE PREMISES WITH ANYONE OTHER THAN AUTHORISED COLLECTORS ie. THOSE SPECIFIED BY PARENTS/CARERS OR LEGAL GUARDIANS.

Parents must name the authorised collectors of their child before the child starts school on the form provided in the school prospectus pack. If there are any changes to these arrangements parents need to inform the school immediately by contacting the school office. In cases where the new "collector" is unknown to the school, the school will ask for an introduction to the new "collector" to ensure they know by sight who is collecting their child.

In the case of a person coming to collect a child that doesn't appear on the schools collection list or a message has not been received from the office, you will be asked to wait whilst a phone call is made from the office to confirm.

It is the parents/carers/legal guardians responsibility to ensure the school knows who will be picking up their child.

If anyone other than authorised collector is collecting, permission must be given by telephoning the office or leaving a message with the class teacher. This includes children being taken to parties by other children's parents etc... Please try to ring by 2.45pm giving the office staff time to inform the relevant class teacher of any changes.

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If there is request for a specific person not to be allowed to collect a child (e.g. in child protection or custody cases) written instructions must be provided to the school by the parents/carers or legal guardians so the school is fully informed. This can only be under the direction of a court order, if this person has Parental Responsibility. The school will request details to help identify this person.

On rare occasions, a parent or carer may appear to be unfit to look after their child when they come to collect him/her. In such circumstances, Child Protection procedures should be applied. **Staff should note, however, that we do not have the right to refuse permission for a child's legal parent or guardian to take their child home.** However in such instances we will advise parents that we will telephone the Safeguarding Team at the Local Authority in accordance with the school's Child Protection procedures.

For some children, where special circumstances or difficulties exist regarding their custody, staff will be informed in confidence so that they may be extra vigilant

Failure to collect your child at the end of the day

Failure to collect your child before 3.30pm/ 4.30pm (Extra-Curricular activities), will result in your child being sent to Right Steps After School Provider. Additional costs of £2.50 per hour will be charged to parent/ carer.