



**Child Collection Policy**  
**Sully Primary School**

**Date of Ratification October 2023**

**Date of Review October 2025**

## **CHILD COLLECTION POLICY**

This policy is a statement of the procedures followed at Sully Primary School for the collection of children, to ensure their safety.

No children will be released from our care if staff are not aware of or informed of the person collecting the child.

### **Admission Information**

When children start at Sully Primary School, parents will be asked to inform their child's class teacher of the people who will be able to collect their child from school. This information will then be used to assist in identifying the designated person(s).

### **Password**

When a child is first admitted to our school, parents will be requested to supply us with a memorable password. This password is for parents to share with people who they wish to collect their child from school. Teaching staff will be made aware of the passwords of the pupils in their care and in the circumstance when an adult comes to collect, who is not immediately recognised or known by the teacher, they will be asked to state the password. If the child is unaware that they are being collected by a different adult we will also seek confirmation with the parents/carers before allowing the child to leave school. We would also be grateful if you could inform the school by telephone on the day of any last minute changes regarding the collection arrangements of your child.

### **Relationship breakdown of parents / guardians**

The school has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down.

- Unless there is a court order, of which the school must have a copy, preventing one parent's contact to the child we are unable to legally deny them access.
- Should a parent of concern ask to access their child, we will contact the first parent to come to school as soon as possible, explaining this procedure and asking the second parent to wait.
- If there is concern about violent or aggressive behaviour from either parent we will seek advice from the police and follow their recommendations.

### **Late collection of a Child**

If a parent/carer is going to be late collecting their child, they are requested to inform the school prior to the end of the day. All children who have not been collected will be taken to the main reception area and looked after by staff until their parent/carer arrives. It is important that we are provided with up-to-date telephone numbers for all emergency contacts.

### **Failure to collect a Child**

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

- All contact numbers for parents/carers are repeatedly contacted and messages left.
- Further emergency contact numbers will be utilised.
- If in the event of a child not being collected and after 4.30pm, Social Services and/or the Police will be notified of a non-collection and the matter will be handed over to their care.

### **Collection from School during School Hours**

Parents/carers should attempt to ensure routine appointments for dentists, opticians, doctors etc. are made during holiday periods or after school. If your child needs to attend an appointment during the school day, evidence or notification of the appointment/s should be given to the school office or class teacher prior to the appointment day wherever possible in order for this to be recorded. On collection, parents/carers are requested to go to the main reception area to wait while our office staff collect your child from class.

### **Walking/Cycling to and from School Unaccompanied**

While as a healthy school we promote walking and cycling to and from school we are always mindful that safety and security should come first, particularly during the darker winter evenings.

Only pupils in Years 5 and 6 will be allowed to walk or cycle to and from school unaccompanied. We ask for parents to ensure their child fully understands the Green Cross Code/Road Safety, is aware of 'Stranger Danger' and clearly understands what action to take in case of an emergency.

### **Collection by Siblings**

Please talk to your child's teacher if you would like for your child to be collected from school by a sibling. Siblings of primary school age will not be allowed to collect younger siblings.

### **Equality Act 2010**

In Sully School we believe that everyone is entitled to equality of opportunity, including those with protected characteristics as mentioned in the 2010 Equality Act. Staff practise an equal opportunities philosophy, which is reflected in the ethos of the school as well as in the formal and informal curriculum. In all subjects we strive to avoid direct discrimination, indirect discrimination and discrimination arising from disability. We make reasonable adjustments for disabled pupils. More information can be found in the School's Equalities Policy.