



## POLICY FOR COLLECTING CHILDREN FROM SCHOOL

Agreed and adopted by Cheadle Village Primary School Governing Board

Date: March 2025

Review: March 2028

**Cheadle Village Primary School is committed to safeguarding children.**

### Collection of Children at the end of the School Day

As part of our safeguarding procedures only a parent or carer with parental responsibility is able to tell us who their child will be collected by.

Parents and carers are required to inform the school office if they wish for a person who is unknown to school to collect their child. The school office will ask for a password or a photographic identification so that we are able to identify them.

If another parent or carer says that they have been asked to take another child home, or if a child says that they are going home with another child and their parent and we have not been informed of this arrangement, the child will be kept in school whilst we seek permission and clarification from their parent.

In line with NSPCC guidance, children must be collected by someone who is over the age of 14 years. This excludes children in EYFS where we require someone who collects to be 16 years or over. Parents and carers must notify school identifying who will be collecting their child. If the person in question is unknown to school, the school office will ask for a password or photographic identification.

Children who attend extra-curricular after school clubs must be collected by someone who is over the age of 14 years. Children in EYFS who attend extra-curricular after school clubs must be collected by someone who is 16 years old or over. Year 6 children may only walk home unaccompanied with written permission from parents.

If a person picking up a child is, in the judgement of staff, impaired due to being under the influence of drugs or alcohol, and unable to adequately care for the child, the staff will not release the child to that person. The school office will offer to call a relative or friend to pick up the person and child.

If no contact can be made, advice will be sought from Children's Services and/or the Police.

### **Collection of Children from School During School Hours**

If a child needs to leave school during the school day for a medical appointment, evidence of the appointment should be provided to the school office. Parents will collect their child from the school office where they will be signed in/ out.

### **Walking Home From School Unaccompanied**

At Cheadle Village Primary School, in preparation for high school, Year 6 children are permitted to walk home after school unaccompanied provided that we have received written permission from parents.

### **Children Who Are Not Collected From School**

We ensure that full contact & emergency information is recorded and regularly updated when informed by parents and carers.

If the parent/carer or nominated adult is going to be late collecting their child, they should contact the school office as soon as possible. We will keep children in school (supervised by two adults with an enhanced DBS) until their arrival. However, if the delay is going to be significant, the parent will be asked to book their child into the after school club (this is dependent on availability).

If a child is not collected from school by 3.20pm and we have not received any notification, the school office will contact parents or carers to establish if there is a problem and who will be picking them up.

If there is persistent lateness, this will be raised with parents and carers. It will also be recorded as a safeguarding concern using the school's safeguarding procedures.

If we are unable to make contact with any of the listed emergency contacts, in the first instance, the child will be kept in school.

If, after 4.10pm, no-one can be contacted to collect the child, Children's Social Care will be contacted.

Please follow the link for additional information and guidance:

<https://learning.nspcc.org.uk/research-resources/schools/dropping-off-and-picking-up-before-and-after-school>