



Dane Bank Primary School

“Dream it. Believe it. Achieve it. Together, it is possible...”

Collection of Children Policy

This Collection of Children Policy was reviewed and amended by Joanne Lennon, Headteacher	May 2026
This Collection of Children Policy was approved by the Local Governing Committee in	May 2026
The Collection of Children will be reviewed every 2 years, or more regularly in the light of any significant new developments. The next anticipated review date will be:	May 2028

Collection of Children Policy

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

All staff at Dane Bank Primary School share the commitment to maintain high safeguarding standards at all times. Therefore, we have procedures in place to ensure they are collected from school safely at the end of the school day.

End of Day Collection

It is the Parents/Carers responsibility to ensure that appropriate arrangements are in place for the collection of their children from school.

With regards pupils in KS2, we believe that parents should decide whether their child is ready for the responsibility of walking home from school independently. We would highly recommend that pupils in Year 3 and 4 at least are collected from school by an adult. All pupils in Year 2 and below must be collected by a responsible adult or responsible sibling (aged 14 or over).

Parents/Carers are required to inform school at the beginning of each academic year of the arrangements for their child at home time. We ask Parents/Carers to nominate 2 people, other than themselves, who have permission to collect their child.

If somebody other than the Parent/Carer, or the nominated adults, is collecting a child at the end of the day, Parents/Carers should contact the school office to advise us of this. Should the Parents/Carers omit to inform staff, their child will not be released until they can be contacted and confirm this information. Children will only be released to persons authorised to do so by their Parents/Carers.

In addition to this, any person arriving to collect a child who is deemed by the school not to be responsible or appears to be under the influence of alcohol or drugs, will not be allowed to take the child from the setting and the main carer or other agencies will be informed.

Children attending Kid's Club will be collected in accordance with their policies. The school will ensure there is adequate supervision until the children are collected, but Kid's Club will be responsible for children attending their setting at the end of the school day. Parents/carers should note that Kids' Club is a private company and is NOT school-managed provision. Any queries or concerns should follow their policies and procedures.

<https://www.danebank.tameside.sch.uk/Families/Kids-club/>

Parents' Responsibilities

- Parents of children starting at the school are asked to provide specific information which is recorded on the school's pupil management system.
- Parents should inform school immediately of any changes to the information provided

- Parents should contact school if they, or nominated persons, are not able to collect the child as planned.
- Where children are taken off the premises for trips and sporting events etc, parents should contact school if they are not able to collect the child from another site as planned; school will inform relevant staff so that they can make arrangements for the child to be supervised until they are collected.
- Parents should be aware that - in the event that their children are not collected from the school by an authorised adult, the Children's Social Care Team may be informed.
- Parents should be aware that depending on circumstances, the school reserves the right to charge parents for any costs incurred, e.g. – after school club, due to their child not being collected.
- If parents do consent to their child walking home independently from school at the end of the school day, they should inform the school of this in writing. This will be scanned and uploaded to the SIMS system for future reference.

Children collected late

If children are collected more than 15 minutes late, on more than 3 occasions, where school have already discussed the importance of prompt collection to parents, we may enforce a charge at the same rate that the school Kid's Club After School Club would charge for childcare.

Uncollected Children

There may be occasions where a child has not been collected by their Parents/Carers, or nominated adults, at the end of the school day and the following procedures should be followed.

Staff

If a child is not collected at the end of the day, staff should adhere to the following procedures:

1. The child should be taken to a safe, comfortable area to wait and the school's Designated Safeguarding Lead or a member of the Senior Leadership Team informed.
2. Check with the school office, to establish if the parent has informed school about any changes to the normal collection routines.
3. If no information is available, all reasonable attempts should be made to contact the parents or nominated carers.
 - The school must make every reasonable effort to contact the parents/carers through home, work or emergency contacts kept on the child's record. This may include 2 members of staff visiting the family home.
 - If this is unsuccessful, the other adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the Registration Form - are contacted.

4. If no-one collects the child by 5:30pm and there is no-one who can be contacted to collect the child, the school must contact the Safeguarding Board (Tameside Children's Multi-Agency Safeguarding Hub - 0161 342 4101) for their advice and support.

The following information must be provided:

- Name of Child
- Date of Birth
- Name of Parent / Carer
- Address
- Telephone Numbers on pupil records (home, work, emergency)
- Any special circumstances e.g. Medical Condition, Language other than English, whether the child is subject to a care order or the child is on the Child Protection Register
- Whether the child has been left uncollected before, if so for how long

Children's Services will then advise staff on the next steps to take. Following the incident, a full written report of the incident should be recorded on the Child Protection On-line Monitoring System (CPOMS).

Staff members who organise after school activities are responsible for ensuring that the children involved all leave the site safely. If they are not collected, the above procedure must be followed.

In the event of an activity taking place off site, the member of staff leading the activity must contact the school office who will follow the procedures above or, if the event occurs out of school hours, they would use the school phone to make contact.

Repeated instances of the child being left uncollected or being collected late will be followed up by the school. If this continues, the school will inform the Education Welfare Officer.

The Headteacher is responsible for ensuring that staff, parents and children are aware of the school's policy for uncollected children at the end of the school day.