Child Collection and Non-collection Policy

Updated September 2026

Purston Infant School
Child Collection and Non-Collection Policy

Policy Statement
At Purston Infant School, the safety, welfare and wellbeing of every child is our highest priority. We are committed to safeguarding children and ensuring that they are collected safely by appropriate adults at the end of the school day or following any school activity.
This policy should be read alongside the school's:

- Safeguarding and Child Protection Policy
- Attendance Policy
- Behaviour and Relationships Policy
- Early Help and Family Support Procedures
- Missing Child Procedure
- CPOMS Recording Guidance
- Health and Safety Policy
- Staff Code of Conduct

All staff have a duty to follow the procedures outlined in this policy to ensure children remain safe at all times.

Collection Arrangements
On admission, parents/carers must provide and maintain up-to-date information regarding:

- Home address and contact details.
- Mobile telephone numbers.
- Place of work and work contact details, where applicable.
- Details of all adults with parental responsibility.
- Information regarding any legal restrictions relating to contact with the child.
- Emergency contact details.
- Names and contact details of adults authorised to collect the child.

Parents/carers are responsible for notifying the school immediately of any changes to contact information or collection arrangements.

Authorised Collectors
Children will only be released to:

- A parent/carer with parental responsibility.
- An adult named on the child's authorised collection list.
- Another adult authorised by a parent/carer in advance.

If someone different is collecting a child:

- Parents/carers should notify the school before the end of the school day whenever possible.
- Staff may ask security questions to verify the caller's identity.
- School may request a password or other agreed verification process.
- Staff may request photographic identification from any unfamiliar adult collecting a child.

Where staff are unable to verify the identity or authority of the collecting adult, the child will remain in school until appropriate verification is obtained.

Suitable Persons Collecting Children
For safeguarding reasons, the school expects all children to be collected by a responsible adult.

As a general rule:

- Children will not be released to anyone under the age of 16.
- Any exceptions must be agreed in writing by the Headteacher and considered on an individual basis, taking account of the child's age, maturity and safety.

If staff have concerns that the adult collecting a child may be:

- Under the influence of alcohol;
- Under the influence of drugs;
- Unable to provide appropriate care or supervision; or
- Present a risk to the child,

they must immediately refer the matter to a member of the Senior Leadership Team.
The Senior Leadership Team will assess the situation and may:

- Contact another authorised adult to collect the child.
- Seek advice from Children's Social Care.
- Contact the Police where necessary to safeguard the child.

All concerns and actions taken will be recorded on CPOMS.

Regular Collection Procedures

At the end of the school day:

- Children must remain under the supervision of school staff until collected.
- Staff will only release children when they are satisfied that the collecting adult is authorised.
- Any concerns regarding collection arrangements must be referred immediately to a senior member of staff.
- Collection arrangements for pupils with identified safeguarding or SEND needs may be subject to additional agreed procedures.

Unexpected Changes to Collection Arrangements

In the event of an emergency or unforeseen circumstance:

- Parents/carers must contact the school as soon as possible.
- The school will record details of the alternative collection arrangements.
- Staff will verify the identity of both the caller and the collecting adult.
- A password system may be used where appropriate.

No child will be released until staff are satisfied that the arrangements are safe and authorised.

Non-Collection of Children

If a child is not collected at the end of the school day:

Initial Actions

Staff will:

1. Remain with the child and reassure them.
2. Attempt to contact parents/carers using all available contact numbers.
3. Contact authorised emergency contacts.
4. Inform a member of the Senior Leadership Team.

Continued Non-Collection

If parents/carers and emergency contacts cannot be reached and the child remains uncollected, the school will:

- Keep the child safely supervised
- Continue attempts to contact authorised adults.
- Record all actions and communications.

Escalation

Where collection arrangements remain unresolved and school staff are unable to make contact with a responsible adult, the school will seek advice from:

Wakefield Social Care Direct

Telephone: 01924 733456

Children's Social Care will advise on the next steps and assume responsibility where appropriate.

Under no circumstances will staff:

- Transport a child in their own vehicle.
- Take a child home with them.
- Leave a child unattended.

A full record of the incident will be made on CPOMS and retained in accordance with the school's safeguarding procedures.

Parental Relationship Breakdown and Court Orders

The school recognises that family circumstances can change and understands that disputes between parents can be sensitive and distressing.

Unless the school has received a current court order or legal documentation restricting contact:

- Both parents with parental responsibility have equal rights regarding collection and access to information about their child.
- The school cannot prevent a parent from collecting their child solely on the basis of a parental disagreement.

Where court orders, prohibited steps orders or other legal restrictions exist:

- Parents must provide the school with a copy of the official documentation.
- The school will follow the requirements set out within the legal order.
- Relevant staff will be informed on a need-to-know basis to ensure the child's safety.

Any concerns regarding collection linked to domestic abuse, family breakdown or safeguarding concerns will be managed in accordance with the school's Safeguarding and Child Protection Policy.

Recording and Reporting

All incidents involving:

- Late collection;
- Unauthorised collection attempts;
- Safeguarding concerns relating to collection;
- Concerns regarding intoxication or impairment; and
- Disputes involving parental responsibility,

must be recorded promptly on CPOMS.

The Headteacher and Designated Safeguarding Leads (DSL) will monitor incidents to identify patterns, risks and any need for additional support or intervention.

Equality Statement

Purston Infant School will implement this policy fairly and consistently for all pupils, taking account of individual circumstances, age, SEND needs, vulnerabilities and protected characteristics, ensuring appropriate reasonable adjustments are made where necessary.

Monitoring and Review

This policy will be reviewed by the Headteacher, DSL's and Governing Body, or sooner following changes in legislation, local authority guidance or safeguarding practice.

Linked Policies

- Safeguarding and Child Protection Policy
- Attendance Policy
- SEND Policy
- Behaviour and Relationships Policy
- Health and Safety Policy

- Staff Code of Conduct
- CPOMS Policy
- Online Safety Policy

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Headteacher: G.Bedford
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