



PUPIL COLLECTION POLICY

Date: August 2021

Review Date: August 2022

As part of our high regard for the safety of the girls in our care we have a pupil collection policy.

The following procedures are to be used in circumstances where:

- Girls are collected
- Girls are collected late
- Girls are not collected
- It is not safe for girls to go home unaccompanied. There are concerns about supervision before and after school (childcare by a sibling/pupil walking to or from school alone)
- There are concerns about a parent/carer's ability to offer safe care, because they are under the influence of alcohol/drugs or there are concerns about their mental health state.

Policy

Parents must inform the school, in writing, the names of any adults that may collect their daughter from School.

If there is a change to the normal collection, parents must inform the school in writing, for example, by email or letter. If an older sibling or other person is asked to collect a pupil, we suggest that they should be 16 years or over. However, if a parent requests someone younger, the school requires written confirmation that the parents accept full responsibility should an incident arise after the pupil has been handed over at the end of the day. Requests will be dealt with on an individual basis depending on the needs of the pupil in question.

Staff are on duty to monitor pupils leaving the premises.

All girls are expected to be formally dismissed and say 'Good Afternoon' before they go to the person collecting them. Once children have been handed over to their parents, the children become the responsibility of the parents.

As children get older, we understand that parents might be keen for their daughter to start making their own way home and gain independence ahead of their move to senior school. Girls in Year 6 are allowed to make their own way home, as long as we have written permission from their parents to do so and on the understanding that once they have been dismissed by their Form Teacher at the end of the day, they become their parents' responsibility, regardless of the fact that they are not being accompanied by an adult. Girls in Year 6 with written permission, are required to sign out in the Office every day using the following form: [Pupil Signing Out Form](#).

If a parent is more than 15 minutes late, they will be called unless they have already informed the school of a delay. If they are unavailable, then the next of kin will be called.



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Leaving Times and Sisters' Room

Girls who are not staying on for after school clubs would normally leave promptly as follows:

Nursery	2.50pm; apart from Fridays when the girls go home at 12.00pm.
Reception	2.55pm
Years 1 & 2	3.10pm
Years 3 & 4	3.20pm
Years 5 & 6	3.30pm

Younger sisters may wait in the Sisters' Room (one of the EYFS classrooms on an alternating basis) until their older sibling's finishing time. The older girl should collect her sister from the Sisters' Room and take her to the front door where they are dismissed by a member of staff. The Sisters' Room is for younger sisters and girls in after school clubs only. Other girls who are late should wait on the sofa for collection. The staff member should inform the Office that a girl is waiting for collection.

After-school clubs end at staggered times and should a girl not be collected at the designated finish time from the club leader, she should be handed over to the Office before 5.00pm, and a member of SLT after 5.00pm, so that in both instances, a parent or carer can be contacted.

If no contact is made a senior leader should be informed of the child's continuing presence.

The school office or SLT will continue to attempt to contact a responsible adult.

In the event that a girl is not collected by an authorised adult and no contact has been established with the parents/carers after one hour of the usual collection time, the school will follow child protection procedures, i.e. Police will be informed and a safeguarding referral to Children's Services will be made. The Designated Safeguarding Lead or Deputy will keep detailed, timed records of the action taken and calls made and under no circumstances should staff take the pupil home with them.

Linked guidance, policies and procedures:

[Keeping Children Safe in Education \(KCSIE\) statutory guidance](#) (2021)

[Working together to safeguard children](#) (2018)

<https://www.nspcc.org.uk/keeping-children-safe/>



Sarum Hall School

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Relevant school policies:

Keeping Children Safe in Education, Child protection Policy and Code of Conduct.

Health & Safety

Missing Child Policy