



SARUM HALL SCHOOL

PUPIL COLLECTION POLICY

Date: September 2026

Next Review Due: September 2027

Reviewed by: Head

INTRODUCTION

To keep pupils safe, the following procedures are to be used in circumstances where:

- Pupils are collected
- Pupils are collected late
- Pupils are not collected
- It is not safe for children 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.

PROCEDURES

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. 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 parent accepts 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 pupils are expected to be formally dismissed. Once pupils have been handed over to their parents, the child become the responsibility of the parents.

As pupils 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. Pupils 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. Pupils in Year 6 with written permission, are required to sign out in the Office every day using the 'Pupil Signing Out Form'.

If a parent or guardian is more than 15 minutes late to collect a child, they will be called by the adult supervising the child unless they have already informed the School of a delay. If they are unavailable, then the next of kin will be called.

LEAVING TIMES

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

- Pre-Reception & Reception 3.15pm
- Years 1 & 2 3.20pm
- Years 3 & 4 3.25pm

- Years 5 & 6 3.30pm

After-school clubs end at staggered times. Should a pupil not be collected at the designated finish time from the club leader, they should be handed over to the Office. If no member of the Office is available, they should be handed over to a member of SLT, so that in both instances, a parent or carer can be contacted.

If no contact is made, a member of the SLT should be informed of the pupil's continuing presence.

The School Office or SLT will continue to attempt to contact a responsible adult for the next 30 minutes.

In the event that a pupil is not collected by an authorised adult and no contact has been established with the parents/carers after 45 minutes 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, or member of SLT, will keep detailed, timed records of the action taken and calls made and under no circumstances should staff take the pupil home with them.