**Gwenfro Community Primary School**



**Pupil Collection Policy**

Agreed by the Governing Body: Spring 2025

Chair of Governors: D. Jacks



**Introduction**

Schools have a duty to safeguard children in their care. An important part of this is considering how to ensure that pupils arrive and leave premises safely.

We have clear policies and procedures about children being dropped off and collected to and from the school site, as part of their wider safeguarding responsibilities. These policies and procedures reflect the age of the pupils and any additional needs they might have.

The policy is shared with parents/carers via the school website and reminders as necessary.

**Procedures at Gwenfro**

**Gathering information from parents or carers**

On enrolment to Gwenfro school, we ask parents/carers to provide the following information for each child:

* the names and full addresses of parents/carers
* home, work and mobile phone numbers
* email addresses where appropriate
* authorised adult contacts who may be called in the event of parents/carers being unobtainable or in the case of an emergency
* information about any person who has been denied legal access to the child (with copies of any relevant legal documents).

The school stores this information on Bromcom and is updated on an annual basis or as necessary.

**Who is collecting pupils at the end of the school day?**

A vital part of keeping children safe is ensuring we know who is responsible for picking up a child:

* Ready for the start of every academic year, we will require parents/carers of pupils from Nursery to Year 6 provide a list of designated adults who are permitted by parents/carers to collect at the end of the school day.
* We will also ask for permission to be provided for those pupils who parents/carers wish for them to walk home because parent/carers feel that they are responsible enough to do so.

**Children travelling to and from school without adult supervision**

There is no law that states what age children may travel to and from school unsupervised. Parents/carers should make their decision based on their child’s maturity, ability and the safety and distance of the route to school.

At Gwenfro, we advise parents/carers with children under the age of 9 to make sure they are accompanied by an adult or an older sibling.

If a parent/carer chooses to let their child travel to and/or from school unsupervised, the child remains the responsibility of the parent/carer. School do not take responsibility for pupils (except for breakfast Club) until 8.45am when the gates are opened and families are welcomed onto the school site. Pupils remain the responsibility of the school until they have left the school site. Once they have left the site, their welfare returns to that of the parent/carer who have chosen for them to travel home from school unsupervised.

**Older siblings accompanying a child to or from school on a parent or carer’s behalf**

There is no law determining the age at which a sibling can accompany a child to school. It is ultimately up to parents/carers to decide whether they feel this is appropriate.

Factors that parents/carers should take into account include:

* the maturity of all the children involved
* the length and nature of the journey home
* the behaviour of all the children involved
* the relationship between the children collecting or being collected.

At Gwenfro, we prefer not to send a child home with a sibling unless the sibling is aged 14 or older. We will not allow an older sibling at Gwenfro escort a younger pupil at the school home.

**How to manage disputes about drop off and pick up**

Problems around who should be picking up or dropping off a child can arise when there are disputes between a number of adults claiming to have parental responsibility.

We encourage parents/carers to liaise amicably and come to a reasonable solution. In the event of continued issue or conflict, this becomes a civil matter. School will always follow any legal documentation.

**What happens if parents or carers are late to collect their child?**

In the event of lateness for collection:

* contact parents/carers
* call emergency contacts if parents/carers cannot be reached so an authorised adult can come and collect the child
* keep records of late collections.

If parents/carers have authorised someone else to collect the child, they may not always be aware the child is being collected late, so it’s important to keep them informed if this happens.

Persistent lateness might indicate that a parent/carer is struggling to meet their child’s needs. Schools will contact parents/carers outlining our concerns. This will be recorded as a safeguarding concern using the school’s safeguarding procedures.

If concerns continue about a child’s welfare, school may need to make a referral to Social Services so that the family can receive support.

**What happens if parents/carers cannot collect the child?**

If parents/carers or other authorised people are not able to collect a child and have arranged for someone else to come instead, the parents/carers must notify school as soon as possible. Identification may be required when the person comes to collect a child.

**What happens if parents or carers are late to collect their child?**

If nobody comes to collect a child, we will make every effort to contact the parents/carers or authorised person whose details have been supplied.

Anytime after 4pm, we will apply child protection procedures and contact SPOA.

Until the child is collected, they will stay at school in the care of two members of staff (one should preferably be the nominated child protection lead or deputy child protection lead).

School staff will avoid:

* take the child home with them
* transporting the child home
* go in search of parents/carers
* However, dynamic decisions may need to be made case by case, using knowledge of particular families. In this case, the pupil will remain in school for the parent/carer to come and collect.

The nominated Safeguarding Lead will make a full written report of the incident. This report should be added to the child’s safeguarding information. If appropriate, this report should also be shared with children’s social care.

**What happens if someone else comes to collect a child?**

School will not allow children to go with any unauthorised person without first getting permission from parents/carers.

If a child’s social worker is planning to collect them from school, this should be agreed in advance by the child’s parents/carers.

If an unauthorised person arrives to collect the child, we will contact the child’s legal guardian. If we are unable to make contact with the child’s legal guardian, or the legal guardian does not give their permission, we will explain that we are unable to release the child to anyone else without authorisation from the child’s legal guardian.

If an unauthorised person refuses to leave the premises, becomes aggressive or violent or attempts an unauthorised removal of the child then it may be necessary to contact the police. This will be recorded as a safeguarding concern.

**What happens if parents and carers appear unable to provide safe care for their child?**

There may be times when school is worried that the adult collecting a child is under the influence of alcohol or drugs, or their behaviour otherwise suggests that they may not be in a fit state to safely look after the child.

In this case, we will:

* contact another family member or authorised person to collect the child
* record the incident as a potential safeguarding concern

Repeated instances of an adult appearing unfit to provide safe care will be reported to Social Services.

If we have immediate concerns about a child’s welfare, and an alternative family member or authorised person is not available to collect the child, the school has a duty to prioritise the welfare and safety of the child.

We will attempt to keep the child on the premises until we have received guidance or support from children’s social care or the police on what action to take.

If, despite the school’s efforts the parent insists on taking the child, then the school should:

* contact the police
* make a safeguarding referral to Social Services
* keep a full written report of the incident.

## Who else needs to be involved?

Other external organisations may need to be involved in drop off or pick up from school. It’s important to check they are also fulfilling their safeguarding responsibilities.

**Activities on school premises**

The school’s procedures for dropping off and collecting pupils apply to after school clubs on the school premises.

**Once a pupil is handed over the parent/carer or other childcare establishment, the child becomes their responsibility on or off the school premises. When a parent/carer has taken the decision that their child can walk to and from school, the parent/carer takes responsibility until school opens at 8.45am and after 3.05pm or when the child has left the premises.**