
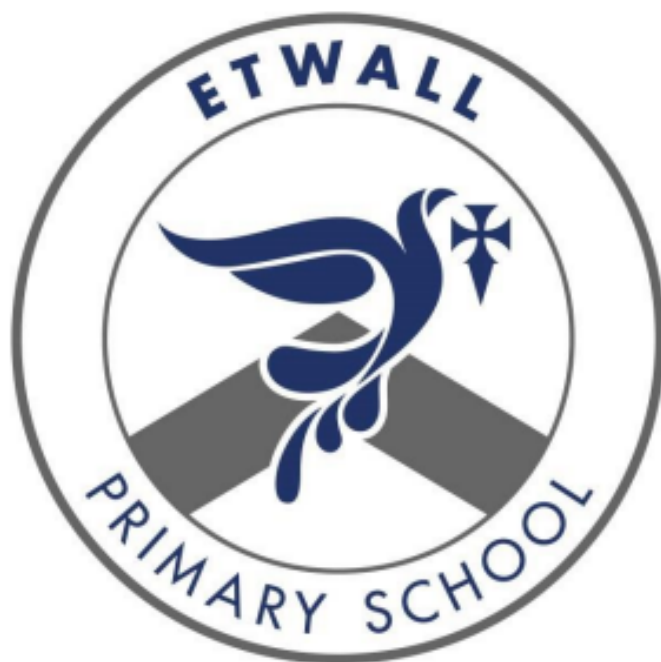


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Etwall Primary School



Delivery and Collection of Children Guidance

At Etwall Primary School we believe that everyone should be included and that there is equality of opportunity for everyone, regardless of race, gender, ability, disability and social factors. This guidance is intended to be inclusive of all in the school and wider school community.

INTRODUCTION

This guidance will provide clear guidelines for parents/carers, authorised persons, governors and staff in relation to their responsibilities for the delivery and collection of children to / from school.

AIMS OF THE GUIDANCE STATEMENT

The aims of this guidance are to:

- **Ensure the safe delivery and collection of children being cared for or educated on our premises.**
- **Encourage families to deliver and collect their child/ren on time.**
- **Comply with all legislative requirements.**

DEFINITIONS

Authorised person: A person for whom the parents/carers have given authority to the school to collect the child.

Late collection: When a parent/carer or authorised person collects their child from the school after 3:15pm (EYFS)/3:20pm (Y1-Y6), or after the designated finishing time for an after-school club.

RESPONSIBILITIES

The school is responsible for:

- Following dismissal procedures outlined in this guidance.
- Contacting a parent/carer to gain authorisation if a person who is not listed as an authorised person arrives to collect a child without a collection code.
- Being available to assist in the situation of the late collection of a child (refer to procedures in this guidance).
- Contacting parents/carers/authorised persons, who do not follow the correct procedures stated in this guidance.
- Note: Between the hours of 8:45am and 3:15pm/3:20pm the supervision of children on the premises becomes the responsibility of the staff. This time is extended if the children attend a before or after-school club.

Parents/carers are responsible for:

- Collecting their child promptly at the conclusion of the day/club.
- Ensuring their child is signed out and back in when they leave school for an appointment.
- Ensuring the child's enrolment form includes details of persons who have lawful authority to collect the child (usually the parents/carers) and any other persons authorised to collect the child.
- Ensure that those who are authorised to collect know the individual collection code for the child
- Ensure that the school office staff are informed immediately of any changes to contact details/authorised persons for the school's management system.
- The school is made aware of any changes to family circumstances such as where separation of parents has taken place (see Separated Parents' Guidance on school website).

INDEPENDENT TRAVEL TO SCHOOL

Parents are legally obliged to ensure their child gets to school and attends regularly, but this in itself does not disallow independent travel.

There are no laws around age or distance of walking to school. A family's guide to the law states: *"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school."*

As a school, we are mindful of NSPCC advice on road safety, which states: *"Children under eight can't judge the speed and distance of moving vehicles. They still need help when crossing roads."*

Although the school is not responsible for a child's safety on his or her way home, we do have responsibility for the welfare of our pupils and therefore have to consider what we believe is good practice in ensuring their safety. We also have an obligation to alert relevant authorities should we believe a child's welfare is at risk.

ORGANISATION

Delivery of pupils to school

- Parents must ensure that their child arrives at school on time (8.50 am) ready for the first school lesson. If the child is attending breakfast club, it is the parent's responsibility to ensure they deliver the child to the school at the appropriate time. The breakfast club leader is then responsible (**no earlier than 8.45am as classroom staff are not responsible for children before this point**) to deliver the children to the appropriate class/es.
- Children can commence arriving at school from 8.40am with the gates opening just a minute or so beforehand. Staff will be on duty from 8.45am when external doors are opened. Classroom doors and gates to outside areas will be closed at 8.50am and parents arriving at school after this time will need to take their child/ren to the main office.
- We expect that children in EYFS and KS1 are delivered to the door by an adult. Children in KS2 can arrive on site unaccompanied.
- If the behaviour of any parent/carer is a cause for concern on the school site, this will be dealt with by a senior member of staff who may ask the person to leave the premises, may exclude them from further entry or may call the police if necessary.
- By 9.00am all gates onto the school site will be locked and the site secured.
- The school has a bicycle and scooter rack available for children if they wish to ride / scoot to school and leave these at school during the day. The parking bays are near the sheds to the side of the top playground and by the double doors for Y5/6 children. **No scooters or bikes are permitted to be ridden on the school grounds.**

Late delivery

Parents of all pupils who arrive late (after the gates have been locked at 8.50am) for whatever reason **must** enter school via the main office and sign their child in on the Inventory screen, providing a reason for their late arrival.

Persistent late delivery

Parents of all pupils who are persistently arriving late will be contacted by the Headteacher and asked to attend a meeting at which they will be informed about their responsibilities.

Collection from the school

All Pupils

Permission and arrangements for children leaving the school at the end of the day will be confirmed in writing by the parent/carer at the start of each school year. Whilst waiting for these forms to be returned, information from the previous year will be used.

We do allow older siblings to collect children at the end of the school day. However, this must be detailed on the hometime arrangements form and school staff may contact parents to make alternative arrangements if they have any concerns over the age or maturity of the children.

All children must be collected from after-school clubs by an authorised person unless specific, written permission is given for the child to walk home. This must be discussed individually with the headteacher and will be based on individual circumstances, such as the distance from school, the time of the year and any other appropriate circumstances. Please note that school will discourage parents from allowing independent travel due to the lack of crossing patrol and other adults on the journey home.

No person other than those named will be allowed to leave the school with a child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer immediately and await their advice.

For same-day changes of arrangements, parents must contact the school office directly. Messages sent to Class Dojo accounts may not be read by teachers during the course of the school day and so information may not be acted upon.

If a staff member is concerned that releasing a child to the parents/carers, or a person authorised to collect the child, could put the child at risk, the child will not be allowed to leave in their care.

In the above case, the person collecting the child will be asked to speak to the Headteacher or another senior member of staff. They will need to decide whether or not the child is safe with the parent/carer. If not, social services will be contacted and, if necessary, the police. This will be fully recorded in line with agreed safeguarding procedures.

End of Day Dismissal Arrangements

- The staff member dismissing will be positioned at the classroom/exit door to ensure that children do not leave without the person responsible collecting them. All EYFS/KS1/Y3/4 children will be matched to their parent/carer outside their specified classroom/exit point.
- Parents/carers will need to remain outside until all children have been safely dismissed.
- Parents/carers/authorised persons wishing to speak with the class teacher / member of staff at the end of the day will need to wait until all of the children have departed. This also includes children/younger siblings coming back into school if they need the toilet. For example, if a person collecting a child informs the teacher that they cannot locate their child's jumper, the teacher will inform the person that they will be able to assist in finding the jumper once all children have departed.

Collection from clubs etc held after school

- All parents must collect their child directly from the school after clubs and all children must be collected from clubs at the stated finish time.
- Parents who are regularly late will, following a polite reminder, be informed that their child is unable to attend the club.
- Parents must wait outside on the school car park when they come to collect their child from any after-school event held on the school premises. Some externally run clubs may require parents/carers to sign their child out of the club.

Procedures for unlocking/locking gates after school

- All children should be in their classrooms from 3pm and the external doors secured until hometime.
- At 3pm the gates to the site will be unlocked for parents/carers to enter to collect children.
- After 3:30pm the gates will be locked again so that the only point of entry into the school is via the main entrance.

Staff are responsible for:

In the situation where the parents/carers or authorised person is late in collecting their child and has not notified the school that they will be late, the staff member in charge of the class/group is responsible for contacting parents/carers. If they are not available, contact should be made with others authorised to collect the child on the child's enrolment form requesting that they collect the child as soon as possible.

Parents/Carers/authorised persons/carers are responsible for:

- Informing the school as soon as reasonably possible, that their child will be collected late, the reason for this and an approximate time for collection.
- Ensuring that late collection is not a regular occurrence.

Persistent late collection from school.

If parents are regularly late collecting their child from school, the headteacher will contact them to discuss the matter further. If there are no improvements, the matter may be referred as a Child Protection issue.

This guidance is one of our Health and Safety Policies within school and can be read in conjunction with;

- **Health and Safety Guidance**
- **Safeguarding and Child Protection**
- **Attendance and Absence**
- **School Prospectus**

Appendix for Classroom Staff

EYFS and KS1 1:1 Matching Procedure

Afternoon sessions should end in good time so that there is adequate time to implement all home-time routines.

Staff should:

- Ensure that children have collected all belongings from the cloakroom/classroom and that children move to the carpet once they have gathered their belongings so that a check can be completed.
- Collect the home-time arrangements file
- Check the list of children going to after-school clubs/wraparound care
- Keep those remaining in school on the carpet until they can be dismissed to the coach/club/wraparound care adult
- Invite those children going home to line up at the door
- Stand in the doorway when the door is opened to ensure that children only pass through the door when invited to after being matched with their authorised person.
- Ask each child if they can see the person collecting them and get them to point to them.
- Make eye contact with the person and beckon them forwards if needs be.
- Allow the child to go through the doorway once the person is close enough to be directly handed over. This is 1:1 matching.
- Check that you have seen that the child has reached the person before dismissing the next child.
- If the child cannot see their authorised person, ask them to wait to one side and carry on dismissing other children.
- No adults or children should enter the classroom until all children have been dismissed. For example, any wanting to check for lost property must wait until all children have been dismissed.

If it is not the child's usual parent/carer collecting, staff should:

- Ask the child if they recognise the person wanting to collect and ask the child for their name
- Check the home-time arrangements form/messages to check if this is an authorised adult
- Only release the child to the person if they are named on the form or if there is a message stating the change of arrangements
- Ask the person to wait if there is no authorisation to collect. After dismissing all other children, contact the office to ask if any messages have been received. If the office are busy, ask the person collecting to make their way round to the office so that a phone-call to parents can be made and dismiss the child from the main entrance instead.
- If parents cannot be contacted, speak to the headteacher about what should happen next.

Y3/4 Matching Procedure

Afternoon sessions should end in good time so that there is adequate time to implement all home-time routines.

Staff should:

- Ensure that children have collected all belongings from the cloakroom/classroom and that children move to their desks or line up once they have gathered their belongings so that a check can be completed.
- Collect the home-time arrangements file
- Check the list of children going to after school clubs/wraparound care
- Send those going to wraparound care to the library (or meeting area) at 3:10pm before external doors are opened
- Invite the children to line up at the door, if not already lined up
- Ask those going to an after-school/enrichment club to be at the back of the line
- Stand in the doorway when the door is opened to ensure that children only pass through the door when invited to after being matched with their authorised person.
- Ask each child if they can see the person collecting them and get them to wave to them.
- Check that the authorised person has waved back before releasing the child.
- If the child cannot see their authorised person, ask them to wait to one side and carry on dismissing other children.
- No-one should enter the classroom until all children have been dismissed. For example, anyone wanting to check for lost property must wait until all children have been dismissed.

If it is not the child's usual parent/carer collecting, staff should:

- Ask the child if they recognise the person wanting to collect and ask the child for their name
- Check the home-time arrangements form/messages to check if this is an authorised adult
- Only release the child to the person if they are named on the form or if there is a message stating the change of arrangements
- Ask the person to wait if there is no authorisation to collect. After dismissing all other children, contact the office to ask if any messages have been received. If the office are busy, ask the person collecting to make their way round to the office so that a phonecall to parents can be made and dismiss the child from the main entrance instead.
- If parents cannot be contacted, speak to the headteacher about what should happen next.

Y5/6 Dismissal Procedure

Afternoon sessions should end in good time so that there is adequate time to implement all home-time routines.

Staff should:

- Ensure that children have collected all belongings from the cloakroom/classroom and that children move to their desks or line up once they have gathered their belongings so that a check can be completed.
- Collect the home-time arrangements file
- Check the list of children going to after school clubs/wraparound care
- Send those going to wraparound care to the library (or meeting area) at 3:10pm before external doors are opened
- Invite the children to line up at the door, if not already lined up
- Ask those going to an after-school/enrichment club to be at the back of the line
- Stand in the doorway, allowing those with permission to walk home alone the opportunity to leave first.
- Ask those children that do not have permission to walk home alone if they can see the person collecting them and get them to wave to them.
- Check that the authorised person has waved back before releasing the child.
- If the child cannot see their authorised person, ask them to wait to one side and carry on dismissing other children.
- No-one should enter the classroom until all children have been dismissed. For example, anyone wanting to check for lost property must wait until all children have been dismissed.

If it is not the child's usual parent/carer collecting, staff should:

- Ask the child if they recognise the person wanting to collect and ask the child for their name
- Check the home-time arrangements form/messages to check if this is an authorised adult
- Only release the child to the person if they are named on the form or if there is a message stating the change of arrangements
- Ask the person to wait if there is no authorisation to collect. After dismissing all other children, contact the office to ask if any messages have been received. If the office are busy, ask the person collecting to make their way round to the office so that a phonecall to parents can be made and dismiss the child from the main entrance instead.
- If parents cannot be contacted, speak to the headteacher about what should happen next.

Procedure for Wraparound Club Collection

Class lists will be provided to our wraparound care providers so that they can collect children from their classrooms.

School staff should:

- EYFS and KS1 - Ensure that those that they know are going to wraparound club are sat on the carpet with all of their belongings, ready to be collected by wraparound staff before the bell goes
- KS2 – Ensure that children that they know are going to wraparound club are the first to leave the classroom and can make their way to the meeting point when the bell goes.
- KS2 – Keep hold of any children who are not sure whether they are going to wraparound care club or not. If no authorised person is there to collect from the usual exit door, the children should go to the wraparound club room, knowing that they must return to the class teacher if they are not registered for that evening.

Wraparound staff should:

- Have one adult in the club room, ready for when KS2 children arrive
- Read the names to the class teacher, inviting children to line up at the door when they hear their name being called
- Check carefully that the correct children are being collected – check on the club register, call first name and last name, check that the child is expecting to be collected, check with the class teacher if new child attending
- Ensure that they mark each child off on their register as they are collected
- Have collected all EYFS and KS1 children by 3:10pm so that these children have left the room before the doors are opened to dismiss other children.

Procedure for dismissal to after-school clubs (school staff or external providers)

Classroom staff will have a list of clubs running on each night in their classroom and a list of children attending these.

School staff should:

- EYFS and KS1 - Ensure that those that they know are going to a club are sat on the carpet with all of their belongings, ready to be taken to the club/hall once all other children have been dismissed.
- KS2 – Ensure that children going to a club are at the end of the line and remain supervised by the class teacher until all other children have been dismissed. This is to ensure that children are not going to empty classrooms whilst other club leaders are dismissing their own class.
- KS2 – Keep hold of any children who are not sure whether they are going to a club or not. If no authorised person is there to collect from the usual exit door, the children should be taken to the club to see if the adult is expecting them before making phone-calls to parents/carers

Club leaders should:

- Check children off on the club register as they arrive
- Check whether any missing children were absent that day – check on Arbor (or ask another staff member to check)
- Ensure that they have a list of authorised adults collecting children at the end of the club

At the end of the club:

- Follow one to one matching procedure for EYFS/KS1 children and follow Y3/4 matching procedures for all KS2 children.
- Only release children to an authorised adult
- Only allow children to walk home independently if they have a letter written by the parent and agreed and signed by the headteacher, allowing the child to walk home by themselves. (Please note that this will be strongly discouraged)
- Follow the usual procedures in the event of any child not being collected.