

St Peter's CE Primary School, Chippenham Mews, London W9 2AN



Collection Policy

To be reviewed: September 2026

St Peter's school is committed to ensuring the safety and wellbeing of all pupils at the end of the school day. Children must be collected promptly by a parent, carer or an authorised adult. Parents and carers are responsible for informing the school of any changes to collection arrangements in advance, including if another adult has been nominated to collect their child. Staff will not be able to release a child unless the school has received confirmation from the parents.

Procedure if a Child is Not Collected on Time

1. **Initial Contact** – The class teacher or designated staff member will bring the child to the school office and attempt to contact the parent or carer using the contact numbers provided.
2. **Emergency Contacts** – If the parent or carer cannot be reached, staff will contact the emergency phone numbers listed on the pupil's records.
3. **Supervision** – The child will remain in the school office under staff supervision until 4:45 pm.
4. **Escalation** – If the child has not been collected by 4:45 pm and no arrangements have been made, the matter will be referred to a senior member of staff.
5. **Referral to Children's Services** – If attempts to contact parents/carers and emergency contacts are unsuccessful, or if repeated late collections raise safeguarding concerns, the school will contact Children's Services for advice and support.
6. **Record Keeping** – All incidents of late or failed collection will be recorded, including the time of collection, actions taken, and the staff members involved.

Repeated Late Collections

- The school will monitor patterns of late collection.
- If a child is collected late on more than three occasions within a half term, parents/carers may be contacted by the Headteacher or a senior member of staff to discuss the issue.
- A formal meeting may be arranged to agree on strategies to ensure timely collection.
- Persistent failure to collect a child on time may be treated as a safeguarding concern and referred to Children's Services.

To ensure the safety and wellbeing of all our pupils, St Peter's School has adopted the following policy regarding who is permitted to collect children from school:

1. **Minimum Age Requirement**

No pupil may be collected by a person under the age of **14**. This applies to regular collections as well as occasional or one-off arrangements.

2. **Proof of Age**

School staff reserve the right to request **valid photo identification** from anyone collecting a pupil, in order to confirm they meet the minimum age requirement.

3. **Written Consent Required**

If someone other than a parent or legal guardian is collecting a pupil, you must notify us in advance. This consent must clearly state the name and relationship of the person collecting the child and be submitted to the school office.

4. **Right to Refuse Release**

The school reserves the right to **refuse to release a child** if the person collecting them does not meet the age requirement, cannot provide appropriate identification when requested or if written consent has not been received.