



**The Federation of Wellington Community Primary School
and Marlborough Infant School**

Collecting Children from School Policy

Written: Louise Carter
Next Review Planned: Oct 2026

Signed: _____ (Policy Owner)

Print Name: _____

Review Date: _____

Signed: _____ (Governor Approval)

Print Name: _____

Approval Date: _____



POLICY CHANGE HISTORY

Version	Date	Status	Policy Owner	Governor Approval	Comment
1.1	9.10.2023		AW		No change
1.2	08.12.2025		AW		Appendix 3 changes

The Federation of Wellington Community Primary School and Marlborough Infant School

Introduction

It is essential that the school ensures all children leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school. Sometimes there will be 'one-off' arrangements. For this reason we have set our clear procedures which all staff and parents/carers must adhere to.

General collection procedures

- Children are to be collected at the end of the school day from their child's class teacher or learning support assistant.

- The class teacher or learning support assistant will dismiss the children when their agreed adult has arrived.
- Children are not to be released from school with someone if they are showing signs of distress or anxiety, in this instance a member of the SLT or DSL/DDSL is to be called immediately.
- Children are not to be released if the teacher feels that the parent is not in a fit state to ensure their child's safety.
- Members of staff should never take a child home themselves.

Late collection procedures

- When a child has not been collected by 3.15 pm, the child is taken to the school office.
- A member of the office staff or teacher makes contact with the parents by telephone.
- If parents are unavailable, the emergency contact is called.
- Lateness of collection is monitored by the school. The school may share information with regard to persistent late collections with the Educational Welfare Officer or Social Care.

Non-parents collecting children

Parents must contact the office giving permission to the class teacher for a child to be released to an **adult** who is not the parents or carers of the child. This is an ad hoc arrangement such as going to another child's house to play. This permission must be given with a description of the person collecting (if not already known to the school). Where possible, this person will be introduced to the class teacher or learning support assistant in advance of the first collection. The office staff will ask for a password and share this with the class teacher.

Parents who wish their child to be collected by an adult who doesn't have parental responsibility on a regular basis, such as a childminder or grandparent, should complete a form (**appendix 1**) which can be obtained from the school office. This will give the named person the authority to pick the child up on an

unconditional basis. The form will be stored in the collection file in the child's classroom, the master copy will be kept in the office.

- If any member of staff is unsure of the adult's identity they may ask to see identification.
- If, after checking identification, there is any uncertainty about the person collecting, the member of staff should take the child to the school office and contact the parents by telephone to seek further guidance/advice, and inform a member of the Senior Leadership Team.
- If the parents/carers are not contactable then the member of staff should refer to the procedures for children uncollected from school.

Children traveling home with older siblings (young person)

- KS1 Children will only be released from school to a young person over the age of 16, and must be related, ie older siblings, however parents still have parental responsibility. ID may be requested.
- KS2 children (years 3 & 4) will only be released to young people over the age of 14, and must be related, ie older siblings. however parents still have parental responsibility. ID may be requested.
- KS1 and KS2 Children will not be released to any young person who is not related under the age of 18 years old.
- In all circumstances, school must have a written agreement for any young person to collect a child of primary age. **Please complete appendix 3.**

Children travelling home independently

At the Wellington campus children in Year 5 and 6 are able to walk home independently as long as their parents are certain their child knows how to keep themselves safe and has notified the school in writing or filled in the travelling home independently form (**appendix 2**). **If appendix 2 is not completed teachers in Year 5 and 6 will be unable to let the children walk home alone and should follow the late collection procedure.** A child in Year 5 or 6 is not permitted to pick up a younger sibling. All children in Years R, 1, 2, 3, 4 must be collected by an adult. The form will be stored in the collection file in the child's classroom.

Appendix 1 (permission for another adult to pick up a child)



I give permission for the people listed below responsibility to collect my

Child/children _____ 'unconditionally'.

	Full Name of adult authorised to pick up	Contact telephone number
1		
2		
3		
4		
5		

I understand that it is my responsibility to inform, and update the school with any new telephone numbers and contact information for the above named adults.

I fully understand that I am allowing school staff to allow my child/children named above to be released to any of the above named responsible adults, and give school staff permission to release my child/children named above without further permissions or arrangements having to be made.

(if the person named above as the responsible adult is not currently known to the school, we will ask them for identification, and may request identification from any adult collecting a child on someone else's behalf).

I fully understand if I want this 'unconditional' arrangement to stop at any time, then I must put this request in writing to the school office.

Signed _____ Date _____

Are you the person with parental responsibility for the above child/children? (Please Tick)

Yes _____

No _____

Appendix 2 (permission to walk home)

<p>Wellington Community Primary School Alexandra Road, Aldershot, GU11 1QJ, Telephone 01252 326573 adminoffice@wellington.hants.sch.uk www.wellingtonprimary.com</p> 	<p>Marlborough Infant School Redvers Buller Road, Aldershot Hampshire GU11 2HR Telephone 01252 323910 adminoffice@marlborough.hants.sch.uk www.marlborough.hants.sch.uk</p> 
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Child's name

Child's

class

I give permission for my child to walk home from school on their own.

Signed

Name (please print)

Date

Responsibility remains with the parent.

New appendix

Appendix 3 (permission for an young person (older sibling or relation) to pick up a child)



Child's name _____

Child's class _____

I give permission for _____

to pick my child up on _____.

I fully understand that I am giving school staff permission to release my child to the above named young person, who is over the age of 16 for my child who is in KS1, or young person who is over the age of 14 for my child who is in KS2.

If the young person named above, is not currently known to the school we will ask for a form of identification prior to collecting a child on someone else's behalf.

This is an ad hoc arrangement and will not be a permanent arrangement as the young person does not have parental responsibility. School reserves the right to ensure that the person (young person) collecting is of a responsible nature, if not, parents will be expected to collect.

Are you the person with parental responsibility for the above child/children? (Please tick)

Yes _____

No _____

Signed _____

Name (please print) _____

Date _____