



Reedley Primary School

Arrangements for Collecting Children – September 2025

Our school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Children at Reedley learn to become resilient and self-assured in a safe environment where challenge is key. Team Reedley are encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

Parents will be informed, when their child starts school and at the start of every school year, the procedures for collecting the children at the end of the school day. If this changes, parents will be informed. Parents must abide by the school's procedures for collection, to ensure that the children are dismissed safely.

Appointments

School advises parents to make appointments outside of the school day where possible. However, if a parent needs to collect the child early for an appointment, then a copy of the appointment letter/card should be shown to staff in the school office in advance.

Contact details

It is essential that parents provide the school with a record of their contact details, i.e. names, addresses, home, work & mobile telephone numbers. If possible, parents should also provide the school with the contact details of at least two other relatives/carers who can be called when the parent/carer cannot be contacted or in the event of an emergency. The school will endeavour to keep this record up to date by reminding parents of the need to notify the school of any changes.

Children in Reception, Year 1, Year 2 and Year 3 must be collected by a person older than primary school age, unless specific permission has been granted by the headteacher.

Children in Y4, 5 and 6 can walk home from school as long as permission is granted by a parent/carer. Written consent is preferred.

This information will be updated at the start of the school year.

Any arrangements for collection are at the parents own risk.

Persons collecting the children

It is not school policy to allow any unknown persons to collect children from the school. If a 'new person' is going to be collecting a child at the end of the school day school must be informed by the parent/carer (with a brief description of the adult who is going to be collecting the child), otherwise the child will not be released into the care of persons unknown. School recommend that they set a password which can be used

if an alternative adult needs to collect the child. Parents/carers are also advised to call school to inform them of the change of adult who will be collecting.

Managing Parents / Carers under the influence of alcohol or drugs

Teachers will immediately alert the Headteacher or other responsible senior staff if they believe that a parent is under the influence of alcohol or drugs when attempting to collect a child from school. If the pupil is thought to be potentially 'at risk' or likely to suffer 'harm' by leaving the school premises with the parent/carer, then the school can, in extreme circumstances, refuse to hand over the pupil – but this can only happen if the parent/carer is in no fit state to take charge of the child and the appropriate services must be notified immediately, i.e. the police, who have emergency protection powers, and social care. The school's designated person for child protection will record both the incident and any resultant actions taken under the local safeguarding procedures.

Procedures for dealing with children who are not collected at the end of the day

Reedley Primary School recognises that it has a statutory duty to safeguard and promote the welfare of its pupils, and that this duty extends to having arrangements in place for dealing with children not collected from school at the end of the school day or school activity. Uncollected children are taken to the school office. The office will initially telephone the parent/carer. If no response they will telephone emergency contacts. If school are unable to contact an appropriate adult they may complete a visit to home address or contact police/ children's social care. School may request a meeting with parent/carer if there is significant concern or if the child is left on several occasions.

When	Action	By Whom
3.40pm 10minutes late	Child taken to school office. Office to telephone parent/carer. If no answer, other contacts will be called	Member of school staff
4.00pm 30 mins late	Further phone calls OR a member of staff may carry out a home visit to make contact parents/carers	School staff/headteacher/DSL
4:30pm 1 Hour late	Children's Social Care will be contacted and provision will be made for the child to be looked after until contact can be made with the parents/carers.	DSL/headteacher Social services will usually involve the police in searching for parents/carers

Children's Social Care will give advice and may carry out appropriate checks and make further attempts to contact the parent/carer. If there are any concerns about the welfare of the parent/carer, social care will ask the local police to visit the home address.

If attempts to contact a parent or appropriate carer are unsuccessful, Children's Social Care will arrange for the child to be collected and taken to a place of safety e.g. a family centre or temporary foster carer. They will notify the school of the child's placement and provide contact details as appropriate. Plans for transporting the child will depend on local arrangements which should take into account staff availability

out of hours, the need for adequate insurance cover, appropriate gender balance, and any information about special needs or behavioural difficulties etc. provided by the school. Where possible, two adults should be present.

Transported Children

If a parent or other nominated adult fails to meet a pupil who is being returned home for some reason (e.g. illness), the escort/driver should: immediately report the incident to the Headteacher/ DSL and ascertain if it would be appropriate to leave the child with a designated emergency contact or, if after 4pm, call the local police station for advice.

Major Incidents

If an incident occurs which results in a large number of children not being collected, Children's Social Care and Education Welfare should be contacted at the earliest opportunity, because it may be necessary to accommodate the children overnight at a single location until appropriate carers are located.

Review Date: September 2026