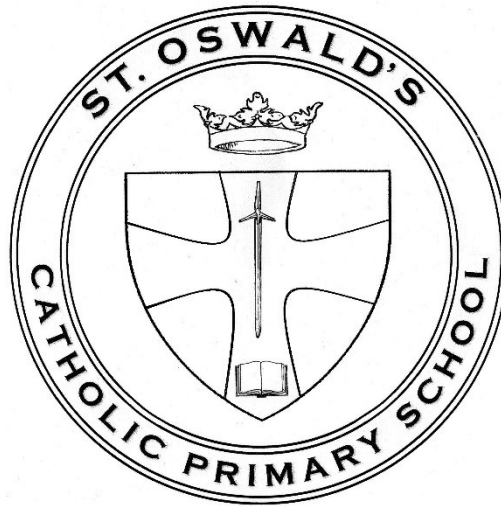


St Oswald's Catholic Primary School



Child Collection and Non-collection Policy

2026-2029

Approved by:	Approval date	Renewal date
Full Governors	10 th September 2026	Autumn 2029

This Collection Policy is set within the context of the whole school aims and mission statement:



*Together with Jesus,
We will Learn and Grow in Faith*

ST OSWALD'S CATHOLIC PRIMARY SCHOOL CHILD COLLECTION AND NON-COLLECTION POLICY

1. Mission Statement

This is St Oswald's Catholic Primary School's policy for the collection and non-collection of children and is set within the context of the whole school aims and Mission Statement:

“Together with Jesus, we will learn and Grow in Faith”.

Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

2. Statement of Policy

This policy is a statement of the procedures followed at St Oswald's Catholic Primary School for the safe collection of children and for situations where an authorised adult does not collect a child.

No child will be released from our care if staff have not been informed of, and are satisfied about, the person collecting the child.

In the event that an authorised adult at the end of a school day/session does not collect a child, the school will put agreed procedures into practice. These procedures ensure that an experienced and qualified practitioner who is known to the child cares for the child safely with minimum upset.

3. Aim

In the event that an authorised adult does not collect a child, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

4. Admission and Collection Information

When children start at St Oswald's Catholic Primary School, parents/carers are asked to provide specific information which is recorded on the Registration Form. This information includes:

- Home address and telephone number.
- Place of work, address and telephone number, if applicable.
- Mobile telephone number, if applicable.
- Names and telephone numbers of adults who are authorised by the parents to collect their child, for example a childminder or grandparent.
- Information about any person who does not have legal access to the child.

It is the parent/carer's responsibility to ensure that the school has correct and up-to-date emergency contact and collection information.

5. Changes to Collection Arrangements

Parents/carers are informed that if they are not able to collect the child as planned, they must inform the school so that back-up procedures can be put in place. Parents/carers can telephone or email the school office, who will inform the class teacher.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child and another adult attends school, the school must have received confirmation from the parent/carer. If no information has been received, the school will not release the child until a phone call has been made and the name or identification of the person collecting the child has been agreed with the parent/carer.

6. Suitable People and Identification

- No person under the age of 16 years can collect a child.
- Children will not leave the premises with anyone other than those named/authorised unless the school has been informed by the parent/carer and the arrangement has been agreed.

If staff feel that the parent/carer collecting a child may be under the influence of alcohol or drugs and the safety and well-being of the child may be compromised, staff must inform the Headteacher, who will assess the situation.

If it is felt that the parent/carer appears unable to take responsibility for the child, appropriate action will be taken. This may include contacting another person on the emergency contact list/member of the family. If another designated person is not available, Social Care or the Police will be contacted.

7. Relationship Breakdown of Parents/Guardians

The school has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down.

- Unless there is a court order, of which the school must have a copy, preventing one parent's contact with the child, the school is unable to legally deny access.
- Should a parent of concern ask to access their child, the school will contact the first parent to come to school as soon as possible, explaining this procedure and asking the second parent to wait.
- If there is concern about violent or aggressive behaviour from either parent, the school will seek advice from the Police and follow their recommendations. The school will also follow guidance within its policy on violence.

8. Procedure for Non-Collection of a Child

If a child is not collected at the end of the session/day, the following procedures will be followed:

- The year group/class teacher's daily notes/records are checked for any information about changes to the normal collection routines.
- Club registers are checked to establish if a child is expected in a club.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child, and whose telephone numbers are recorded on the Registration Form, are contacted.
- All reasonable attempts are made to contact the parents/carers.
- The child stays at school in the care of school staff until the child is safely collected.
- The child does not leave the premises with anyone other than those named/authorised, unless the school has been informed by the parent/carer.
- If staff are available, a home visit may be made.
- If no one collects the child after an hour, or the premises are closing, or staff are no longer available to care for the child, the local authority social services department is contacted (0151-233 3700) and a full written safeguarding report of the incident is recorded.

9. Children Travelling To or From School Without an Adult

The school discourages younger children entering or going home alone without adult supervision, with the exception of Year 5 and 6.

If a child is permitted by a parent to come to school or go home without being collected by an adult, the school must have this confirmed in writing before it gives consent for this to occur.

10. Late Collection

A record of late pick-ups will be recorded in the school office.

If there appears to be a problem with children being picked up late more than three times in a half term without prior agreement, a letter will be sent reminding families of their commitment to their child and the school.

Failure to improve may result in parents/carers being invited to attend a formal meeting to discuss the issue.

11. Safeguarding and Recording

All staff must act without delay where there is a concern about a child's safety or welfare. Any incident involving non-collection, concerns about a person collecting a child, or contact with Social Care or the Police must be dealt with in line with the school's safeguarding and Child Protection procedures.

Where the non-collection procedure is escalated, a full written safeguarding report of the incident will be recorded.

12. Review and Approval

This consolidated policy brings together the school's previous Child Collection Policy and Non-Collection of Children Policy into one comprehensive procedure.

Policy agreed by governors: Sept 2026

Review date: _____

Next review: _____

Approved by: _____