



Policy for the Collection of Pupils

1. Purpose

The safety and wellbeing of all pupils are of paramount importance. This policy outlines the procedures and expectations regarding the collection of pupils during and after the school day, ensuring clear guidance for staff, parents/carers, and authorised collectors

2. Scope

This policy applies to:

- All pupils at the school, including EYFS
- Parents and carers
- School staff
- After School Clubs
- Anyone authorised to collect a pupil

3. Collection during the School Day

Children who need to be collected during school hours (e.g. for appointments, illness, or emergencies) must be collected by an individual who is:

- **At least 16 years of age**
- **Authorised in advance** by the parent/carer (preferably by email to office@avondale.blackburn.sch.uk)

School staff must verify the identity of the collector if they are unfamiliar. Proof of ID may be requested.

4. End of Day collection (Early Years Foundation Stage Pupils)

For all Reception pupils:

- Pupils must be collected by a **responsible adult aged 16 or over**.
- This applies at all times, including during the school day and after school.
- Pupils **MUST** only be released into the care of individuals of whom the parent has explicitly notified on the Reception Authorised Collector Form or who knows the pupil's individual password.

This complies with statutory safeguarding requirements for early years education.

5. End of Day collection (Year 1 Pupils)

For all Year 1 pupils:

- Pupils must be collected by a **responsible adult aged 16 or over**.
- This applies at all times, including during the school day and after school.
- Pupils **MUST** only be released into the care of individuals of whom the parent has explicitly notified on the Year 1 Authorised Collector Form or who knows the pupil's individual password.

6. End of the School Day Collection (Year 2 – 6)

At the end of the school day:

- Children in **Year 2 to Year 6** may be collected by an older sibling (at least age 14+)
- If parents/carers choose to allow an **older sibling under 18 but over 14** to collect the pupil, this must be confirmed preferably by email to office@avondale.blackburn.sch.uk and at the school's discretion.
- Children in **Year 5 and Year 6** may walk home alone **only if written parental consent** is provided and approved by the school.

7. After School Club (ASC)

Children attending ASC which is run by the school must:

- Be collected by a **person aged 16 or over**
- Be listed on the **After School Club Authorised Collector Form** or **know the pupil's individual password**

No child will be released to anyone under the age of 16 in this context, regardless of parental instruction, due to safeguarding obligations.

8. Authorised Collectors

Parents/carers are required to:

- Complete and keep updated a **Pupil Collection Authorisation Form**, listing all individuals authorised to collect their child.
- Notify the school immediately (preferably in writing) of any changes to collection arrangements.
- Ensure that any person collecting their child is aware of the school's policies and arrives on time.

Staff will not accept changes to collection arrangements conveyed by pupils.

9. Walking Home Alone

Only pupils in **Year 5 or 6** may walk home alone, provided:

- The school receives a **signed written consent form** from the parent/carer.
- The school deems it appropriate based on the pupil's maturity, route, and safety considerations.

Parents must understand that once a child leaves the school premises under these arrangements, the school is no longer responsible for their safety.

10. Late Collection

If a child is not collected within 15 minutes of the designated time:

1. Staff will attempt to contact parents/carers using emergency contact details.
2. If unavailable, authorised emergency contacts will be called.
3. After 30 minutes, if no contact has been made and the child remains uncollected, the matter may be escalated to **Children's Social Care**, in line with safeguarding procedures.

4. Repeated late collections will be formally recorded and may result in a referral to the school's safeguarding team.

11. Safeguarding and Unfit Collectors

If a member of staff has concerns that a collector is:

- Under the influence of drugs or alcohol
- Unable to safely care for the child for any reason

The child will not be released, and the **Designated Safeguarding Lead (DSL)** will be informed immediately. The school may contact another authorised collector or seek advice from Children's Services.

12. Emergency Collection Changes

In unforeseen circumstances:

- Parents/carers must contact the school office as soon as possible.
- Children will **only** be released to an alternative collector with direct confirmation from the parent/carer.

13. Monitoring and Review

- This policy is reviewed **annually** by the Senior Leadership Team and updated as necessary in line with safeguarding guidance.
- All staff will receive regular reminders and training on safe collection procedures.

13. Contact Details

- **School Office:** 01254 703449 office@avondale.blackburn.sch.uk
- **Designated Safeguarding Lead (DSL):** Mrs Vicky Brown
- **Deputy DSL:** Mrs Debbie Wright

Policy Agreed by Avondale Governing Body Autumn 2026

To be reviewed Autumn 2027