



Cotmanhay
Infant and
Nursery School

Drop off/Collection of Children Policy

- Complete Revision
 Partial Revision
 New
 No changes

Review cycle:
Annual

Pages:
7

Author of the policy:

<input type="checkbox"/> Derbyshire County Council	<input type="checkbox"/> School based	<input checked="" type="checkbox"/> Other
	Name:	Details: The School Bus

If Derbyshire County Council / DfE, which issue number: **N/A**

Issue 1	Issue 2	Issue 3	Issue 4	Issue 5	Issue 6	Issue 7	Issue 8	Issue 9	Issue 10

REVISION RECORD:

Review date	Revised by	Comments
Nov 2020	CD	November 21 – reviewed by CD – changes made.
November 2022	CD	New policy adapted from TSB, incorporating our old policy.
November 2023	CD	Changes to collection after a club
November 2024	CD	Changes only to date of KCSIE
Jan 26	KL	Small amendments – highlighted in yellow

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Cotmanhay Infant and Nursery School

Drop off/Collection of Children Policy

January 2026



We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. General drop off / collection procedures
4. After-school club collection procedure
5. Late collection procedure
6. Recurrence of late collection

Statement of intent

Cotmanhay Infant and Nursery School is committed to ensuring the safety of all pupils at the beginning and end of the school day. We appreciate that, for many families, arrangements need to be flexible and it may be that several people care for the child before and after school. For this reason, we have set out clear procedures that all staff and parents/carers must adhere to, to ensure the safeguarding and wellbeing of pupils.

The aim of this policy is to:

- Keep pupils safe.
- Ensure all staff members are aware of the correct procedures for the beginning and end of the school day.
- Make parents/carers aware of the expectations regarding drop off and collection of children.
- Highlight the importance of parent/carer-school communication.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Section 175 of the Education Act 2002
- DfE (2024) 'Keeping children safe in education 2025'
- DfE (2018) 'Understanding and dealing with issues relating to parental responsibility'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Child Protection and Safeguarding Policy

2. Roles and responsibilities

The headteacher is responsible for:

- The overall implementation of this policy.
- Communicating this policy to all members of staff and parents/carers.
- Liaising with parents/carers to establish whether individual pupils need extra assistance.

Parents/carers are responsible for:

- Adhering to the principles outlined in this policy.
- Communicating to the school if they are going to be late to drop off or collect their child.

3. General drop off / collection procedure

Parents/carers will endeavour to bring their child/children to school on time every day and promptly collect pupils at the end of the school day.

Parents/carers will be made aware of what is expected of their behaviour when they are dropping off and collecting pupils, e.g. that the school is a smoke-free /vaping free zone and respectful behaviour towards staff and other parents/carers is expected at all times.

At the start of the day all children should be brought to school and line up at their classes allocated spot. The class will be met by school staff and taken into school. **If a family have extenuating circumstances which mean this is unsuitable, they will need to speak to the Headteacher / Deputy Headteacher / SLT and may be asked to send a letter to the school's governing body stating clearly the reasons for this.**

All children should be collected from their usual exit point unless you are contacted to indicate a change. If you wish to collect your child early or from a different exit point as a one off, this may be possible if school are given enough notice to arrange staffing to enable this (this may not always be possible and if it is not, parents/carers will need to make other arrangements). **If this is likely to be a more frequent arrangement they will need to speak to the Headteacher / Deputy Headteacher / SLT and may be asked to write a letter to the school governors indicating clearly the reasons for this change.**

The start and end of a school day is a very carefully planned activity with staff across both schools in essential areas at all times. Any request to change the routine running of the school and staff members will be carefully considered by the Governing Body at their next meeting. The decision will then be shared with parents/carers.

Parents/carers should always inform the school when someone other than themselves will be collecting their child. Should the parents/carers omit to inform the school, their child will not be released until the parents/carers can be contacted and confirm this information. Children will only be released to persons authorised to do so by their parents/carers.

Any person arriving to collect a child who appears to be under the influence of alcohol or drugs and in no fit state to ensure the safety of the pupils will not be allowed to take the child from the school and the main carer will be informed IMMEDIATELY BY A TELEPHONE CALL. When it is the main carer the staff member will contact a DSL and ask the parent to wait. The DSL will make a decision and if not allowing the parent/carer to take the child/children will then contact another responsible person.

Parents/carers will be required, at enrolment, to provide the school with information of persons allowed to collect their child. This will be in the way of the person's name, address and contact number, and they may be asked to provide a photograph of such persons if available.

Parents/carers will be supplied with information update forms twice yearly, in which they can provide new information to the school. Should this information change between these times, parents/carers are reminded that they must inform the school as soon as possible for this information to be added to their child/children's records. Only children aged 14 or over will be allowed to collect a pupil.

Under no circumstances will staff members take pupils home themselves.

4. After-school club collection procedure

Parents/carers will be informed of the exact finish time for after-school clubs and extra-curricular activities at school.

If children have attended an after school club, a member of school staff will take the children out of the main entrance and to the gate at the top of the steps **or to the front playground**. The staff member will then hand children over one at a time to a parent/carer.

It will always be a member of school staff who dismisses children to their parents / carers, even if an external organisation provides the club.

Late collections will be dealt with in accordance with the 'Late collection procedures'.

5. Late collection procedure

In the event that a child is not collected by an authorised adult at the end of a session, 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.

If a child is not collected at the end of the session, we use the following procedures: The School office is consulted for any information about changes to the normal collection routines.

- If no information is available, parents/carers are contacted at home or at work on any of the numbers provided.

- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school and whose telephone numbers are recorded on the school database are contacted.
- The child stays at school in the care of members of staff until the child is safely collected. At no time will a member of staff take a child home or leave a child alone in the building.
- If no one can be contacted to collect the child and the premises are closing, or staff are no longer available to care for the child, we will contact Social Services.
- All incidents are recorded immediately in line with the safeguarding policy

Under no circumstances will staff members take pupils home themselves.

6. Recurrence of late arrivals and collections

The length and frequency of late arrivals and collections are monitored by the school. The school will keep a record of incidents where parents/carers are late bringing the children to school or collecting the children.

Concerns regarding a pupil's safety and welfare associated with late arrivals and collection will be dealt with in accordance with the school's Child Protection and Safeguarding Policy.

In the event of recurrence of late arrivals and collection, where no reasonable explanation has been given, a letter will be sent home to the parents/carers inviting them to a discussion about their circumstances and to offer support in getting their child to school on time and arriving on time for collection.

Parents/carers will be made aware of the arrangements that may be put in place if they continue to drop off and collect their child late, including the school's procedures for informing the Local Authority and the possibility of a Penalty Warning Notice.



Request for alteration to Drop Off/Collection Times

Name of Child:

Class:

Date from:

Date to:

Reason for Request:

(Medical/Other)

Please note the school does not act as a childcare provider out of school hours – these needs must be met by the parent/carer.

Explanation why this cannot be conducted during normal school drop off/collection times.

Continue on another sheet if required.

Signed Parent/Carer: _____

Date: