

# Curry Rivel Church of England Primary School



**'Healthy trees bearing good fruit' – Matthew 7 v 17**

## **Collection Policy**

**Agreed by FPP Governors January 2026  
Review 2028**

Curry Rivel Church of England Primary School is committed to ensuring the safety of all pupils when they leave school at the end of the day. We appreciate that arrangements need to be flexible and that it may be that several people care for the child after school. We have set out clear procedures to ensure the safeguarding and wellbeing of our pupils.

### General Collection Procedure

Parents will promptly collect pupils at the end of the school day, which is 3:15pm.

Pupils will only be permitted to leave the premises with an authorised adult or a sibling who is at least 16 years old.

Staff members will supervise classroom doors until all pupils have been collected. Pupils will be allowed to walk home on their own, only if permission to walk home has been granted.

The school's rule is that only pupils in Year 5 or above should be walking home independently.

Staff members will not release a pupil if it is felt that the parents are not in a fit state to ensure the pupil's safety or if the pupil shows signs of distress or anxiety. In these cases, the school's Child Protection and Safeguarding Policy will be followed.

### Collecting During School Day

In the event of an emergency where parents need to collect their children during the school day, they should notify the office via email or phone. The office will inform the class teacher and your child will be brought to the office to be collected.

### Late Collection Procedure

Parents will notify the school at the first possible opportunity if they believe they will be late to collect their child. Parents should call the office on 01458 251404.

The school will hold at least two emergency contacts for each pupil. If contact cannot be made using contact details provided, children will be placed in Apple Trees and will be charged accordingly.

### Collecting a Child on Someone's Behalf

The school will never release a pupil into the care of another adult who is not a family member or named emergency contact without parental consent. Parents must notify the school in advance of any change in arrangements. In an emergency, verbal consent (including a full description of the responsible person) may be given. Under no circumstances will a pupil be allowed to be collected by someone if the child shows signs of distress or anxiety.

Staff members who are unsure of an adult's identity will ask to see identification. If there is uncertainty about a person's identity, the pupil's parents will be contacted for further advice and a member of the SLT will be made aware of the situation

IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE PLEASE ENSURE YOU  
LET US KNOW

This Policy is part of Curry Rivel's approach to Safeguarding and should be read in conjunction with our Safeguarding Policy.