



School Collection Procedures

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Review Frequency	Bi annually
Date for Next Review	September 2028
Head Teacher Approval	C.Mott
Governor Approval	Awaiting

Home Time Collection Procedure

Purpose

To ensure all children are dismissed safely at the end of the school day, with clear systems in place to:

- Protect children from unauthorised collection
- Maintain accurate, up-to-date collection information
- Support staff to make safe, consistent decisions

Core Principles

Safety first – no child leaves unless staff are confident collection is appropriate

Clarity for staff – simple systems that are easy to follow daily

Accurate records – centrally recorded and regularly updated

Strong communication – between office, staff, and parents

Collection Information (Who Can Collect)

On Admission

Parents/carers must provide:

- Named adults authorised to collect
- Emergency contacts
- Any restrictions (court orders / supervised contact)

This information is stored on Arbor.

Ongoing Updates

Parents:

- Update information via the school office only
- Changes are not accepted via children or informal messages

Office:

- Updates Arbor immediately
- Communicates changes to relevant staff the same day

Annual Check

Full contact/update form sent:

- At start of academic year in September
- Office circulates updated lists to staff

Daily Home Time Procedures

Class Registers

Each class has:

- A paper home time register/list

Lists authorised collectors

Indicates:

- Walk home permission (if applicable)
- Safeguarding flags (where appropriate)

Collection Process

Children are dismissed only to known and authorised adults

Staff should:

- Check visually and confirm identity if unsure
- Ask for name if unfamiliar

If adult is not recognised:

- Child is held safely
- Office/SLT/DSL are contacted immediately

End of Day Changes

Must go through the school office

All changes to normal collection arrangements must be communicated through the school office and recorded on Arbor.

Parents/carers must notify the school office of any changes to end-of-day collection arrangements. Staff should not accept changes to collection arrangements directly from parents at the classroom door. The office will record the change and notify relevant staff.

In exceptional circumstances, where a parent informs a teacher directly, the teacher must immediately pass this information to the office so that a central record can be made before home time.

Office will:

- Update Arbor

Notify teacher via:

- In person conversation that day & recirculate updated list immediately

Staff should not accept verbal changes directly from children

One off arrangements

- Parent rings, emails or informs the office.
- Office logs the change on Arbor.
- Teacher receives a message in person.

Permanent changes

- Parent contacts office.
- New collector added to authorised collection list.
- Arbor updated.
- Teacher receives a message in person & updated home time list.

Walking Home (Y5/Y6 only)

Allowed only where:

- Written parental consent is provided
- Recorded clearly on Arbor and class home time list

Children must:

- Leave first at the agreed time of 3:15pm
- Not deviate from agreed arrangements

All other year groups:

- Must be collected unless explicit agreement

Safeguarding & Restricted Collections

High-Risk/Restricted Cases

A central safeguarding register is maintained (DSL/DDSL)

Includes:

- Court orders
- Supervised contact arrangements
- Adults not permitted to collect

Staff Awareness

Relevant staff receive:

- Clear, up-to-date information
- Briefing & updates as needed

Information also logged on:

- Arbor
- CPOMS

Changes from Social Care

Must be:

- Confirmed formally
- Logged on CPOMS

Updated in both:

- Arbor
- Central safeguarding register
- Paper home time register/list

Until confirmed:

- Existing restrictions remain in place

If There Is a Concern at Collection

Staff must:

- Do not release the child
- Contact Office/SLT/DSL immediately

Examples:

- Unknown adult attempting collection
- Adult appears under the influence
- Dispute between adults
- Breach of court order

Uncollected Children

- Child remains with class teacher/supervised area/brought to the school office by 3:25pm
- Office or Teacher contacts parents/emergency contacts

After agreed time:

- Escalate to SLT/DSL
- Follow safeguarding procedures if necessary

Roles & Responsibilities

Office Staff

- Maintain Arbor records
- Manage updates and communication
- Circulate lists to staff
- Handle same-day changes

Teachers

- Use and check home time lists daily

- Release only to authorised adults
- Report concerns immediately

DSL/Safeguarding Team

- Maintain restricted collection register
- Share essential safeguarding information
- Update records following meetings/social care input