



SAFE COLLECTION OF PUPILS 2026

At Link Academy Trust, our vision is clear:

Flourishing schools for all at the heart of our communities.

Inspired by, ***“Life in all its fullness” (John 10:10)***, we strive to create environments where every individual can thrive.

Our mission is underpinned by three core values that guide everything we do:

- **Belonging** – Every interaction matters; we nurture relationships and ensure everyone feels valued and included.
- **Curiosity** – We embrace ambition, creativity, and innovation to inspire lifelong learning.
- **Collaboration** – We foster an open culture of accountability and shared success, working together for the benefit of all.

These principles shape our approach to equality and diversity, ensuring that every policy, decision, and action reflects our commitment to inclusion and excellence.

Safe Collection of Children Policy 2026

The Link Academy Trust is a company limited by guarantee and an exempt charity, regulated by the Department of Education (DfE). All Members of the Board of Trustees of the exempt charity are also Directors of the company; the term 'Trustee' used in this Policy also means Director. This Policy applies to all schools within the Link Academy Trust (the Trust).

Statement of Intent

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils.

If a child is not collected by an authorised person at the end of the school day the Academy puts into practice agreed procedures.

Aim

The end of the school day is a busy time, and our aim is to ensure children are dismissed carefully under supervision, collected on time and arrive home safely. The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children leaving the school premises.

If a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed, they will be aware of procedures being followed.

The Authorised Adult

The Authorised Adult should be the parent/carer or a responsible person who has written parental consent, such as:

- Family member
- Child minder
- Neighbour

Younger children, i.e., those in Pre-School, Reception, Year 1 and Year 2, should not be collected by other brothers or sisters in the Academy. They should be collected by an authorised adult. Teachers have been asked not to release younger children to siblings from Key Stage Two but to ask the office to contact parents/carers to ensure they are collected by an authorised adult.

If children are to be collected by a sibling who attends Secondary School, written permission from the parent/carer should be given prior to the collection.

Methods

Parents/carers of children at school are asked to provide specific information which is kept in our data file in the office including:

- * Home address and telephone number of parents/ carers
- * Place of work, and telephone number (if applicable)
- * Mobile telephone number (if applicable)

* Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from school

* Information about any person who has been denied legal access to the child

* Information about who has primary responsibility for the child

If there are any changes to any of the above, we ask that the school office is notified immediately.

When there is a change to the end of the day arrangements, we ask that parents inform the class teacher and the school office, who will record the change.

Safe Collection

School finish times are published on each website as there are slight variations between schools. The office also displays the Academy opening times.

Parents are informed if there is a change to these arrangements, for example during the Covid pandemic when staggered start times were in operation.

Drop off and collection arrangements are also different according to each school's facilities. These are posted on the school website and displayed in the school office.

Generally, schools adopt the following collection rules, unless circumstances are unusual, for example pupils are returning from an educational visit offsite.

- The children in Pre-school/Nursery wait inside the building and are handed over individually to their authorised adult.
- Children in Reception, Year One and Year Two may be taken to the playground and handed over to their authorised adult.
- Children at KS2 (Years 3,4,5 & 6) are taken into the playground to meet their authorised adults.

Once a child has been handed over to a responsible adult, they are no longer the responsibility of the school.

We ask parents/carers to remain vigilant after collecting their child to ensure they leave the school premises safely.

Once a child has been collected, we ask that they do not re-enter the building without first notifying a member of staff. Unaccompanied adults are not permitted to enter the school building without first requesting permission from a member of staff. Entry to the school building at this busy time, for children and adults, is at the discretion of school staff.

Parents/carers of children in Years 5 and 6 may wish to allow their child to travel home alone, or with a friend, with a view to encouraging independence prior to them going to Secondary School. Should this be the case we ask that the office and/or the class teacher is informed in writing to avoid any confusion.

When Children are not Collected

In exceptional circumstances, a child may not be collected on time. We request that you contact the school as soon as possible to notify us that you may be late. If we receive no such message, the following procedure would be followed:

1. The child should remain with their teacher until their adult arrives.
2. If their adult is late, they should return into the building with their teacher and wait in a safe space, e.g. the school office, while staff contact the authorised adult.
3. If children are not collected at the end of the day:
 - Messages are checked to see if parents have made any changes to the end of day arrangements.
 - Parents/carers are contacted at home or work.
 - If this is unsuccessful, other authorised adults are contacted.
 - The child/ren will wait in the school under adult supervision.

Where NO authorised adult can be contacted.

If the child has not been collected after one hour and no contact has been made or arrangements agreed, we will follow our Child Protection Procedures and contact Social Care.

The Social Care team will aim to locate the parent/carer or relative.

The school will send a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child, as soon after the incident as possible. An email may be sent in addition to ensure the parent/carer is made aware of the actions as quickly as possible.

A full report of the incident will be written and placed in the child's school file.

Following a Late Collection

- All late collected children will be recorded on CPOMs.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents.
- Where there is no improvement in late collection a second letter will be sent, and a referral made to the Educational Welfare Officer.
- Where children are collected more than 15 minutes late after-school club (e.g. Football) on 2 occasions they may lose their place at that club at the discretion of the Academy Head.

This policy will apply to all children across the Link Academy Trust. This policy will be reviewed every two years.

Approved by Safeguarding Lead: 16th January 2023

Approved by Safeguarding Lead: 27th November 2025

Next Review: Autumn 2027