Broomfield House School

POLICY ON COLLECTION OF CHILDREN

This Policy, which applies to the whole school including the Early Years Foundation Stage (EYFS), is publicly available on the School website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Children are normally supposed to be collected from the school grounds by parents or a nominated alternative (known in advance to the school) at the end of normal school hours (3.30pm Monday-Friday for Kindergarten and above, and 12:05/3.30pm for Pre-Kindergarten).

All children are dismissed by their teacher from the playground or atrium to their parents at going home time, and the teachers only dismiss the children individually by name once they have made visual contact with the parent in the playground.

All teachers are given a list for the end of day regarding collection arrangements for each individual child in their year group. This list will provide exactly where the child is to be at 3.30pm, for example Homework Club, Cookery Club and After School Care (ASC). If at 3.30pm a child who is listed to go to a club has someone come to collect them to take them home instead, this can only be with their parents' consent. This can be via email to the school office. They MUST NOT be released without parental consent.

Any children uncollected within 15 minutes of the end of school are brought to the school office. The Office Staff will phone their parents to enquire what has happened. Depending on the length of time a parent will take to arrive the child is either told to wait in the school office until 4pm, or to go into ASC for a longer wait.

If a different person calls to collect a child, and the parents have not informed the school of this, then the parents' permission must be obtained before handing over the child; this should be via email to the school office. All staff will be made aware if a child is not allowed to come into contact with members of their own family. In such circumstances a record is kept of each child and the names of those family members with whom that child is forbidden contact. If one of these family members should call at school they must not be granted access and an authorised person must deal with the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

Any authorised collector must be made known to the child's teacher and the Office Staff.

If a child is collected before the end of the day the adult collecting the child has to sign them out at the Office. The Office Staff are responsible for administering this system. The child is then signed in again by the Office Staff, should they return during the day.

The Peripatetic Teacher teaching a child in a private lesson is responsible for bringing the child to and from their class.

Children in ASC are collected by named parents/carers only. They are known by the ASC staff and must sign the sign out sheet as they collect the child. If a child is still at the ASC after the normal pick-up time of 5.30pm, the staff member or a member of the Office team will ring the parent and the staff member will stay for up to half an hour for the parent to arrive. If the wait is longer than half an hour, then the ASC/member of the Office Staff will phone the Headteacher immediately, and they will step in to supervise the child until collection can be arranged.

Children attending any club after school will be signed out by the member of staff leading this club. The child must only be released to their parent or to the nominated adult. If the child has not been collected 15 mins after the club has finished then the child should be taken to the office where their parents will be contacted.

Children taking music lessons after school should be handed over to their parents or named adult by the music teacher. There may be an arrangement that the child will go into ASC and their parent or nominated adult will collect them from there. It will be the responsibility of the music teacher to take the child from their lesson to ASC. The school will be aware of the exact arrangements for children in this situation.

Only nominated people are allowed to take the child after school each day and any change to the normal collection procedure must be detailed to the class teacher and the school office via email. If there is any doubt, teachers call the relevant child's parent for confirmation before letting the child out of school. A photo of a nominated person should be sent to the school office by the parent/guardian so staff are able to identify the individual.

Updates are provided by the Office Team who will let all Broomfield Staff know the exact arrangements regarding the pickup of named children.

A child will not be handed over to a parent, or nominated adult, if, in the opinion of the Headmaster, that adult is under the influence of alcohol or drugs sufficient to endanger the safety of the child.

Reviewed: November 2026
Next Review Date: November 2027