



St. Mary's Church of England VC Infant School

'Sharing, Caring, Learning and Loving with God'

St Mary's Way

Baldock

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Child Collection Policy

Policy Review:

This Policy will be reviewed annually

Reviewed	September 2025
Next Review	September 2026

Our Vision

We aspire to be a community living life in all its fullness. We share, care, learn and love with God, valuing the dignity and respect of all humanity and creation. Through the power of the Holy Spirit Jesus' Kingdom comes and everyone can flourish together.

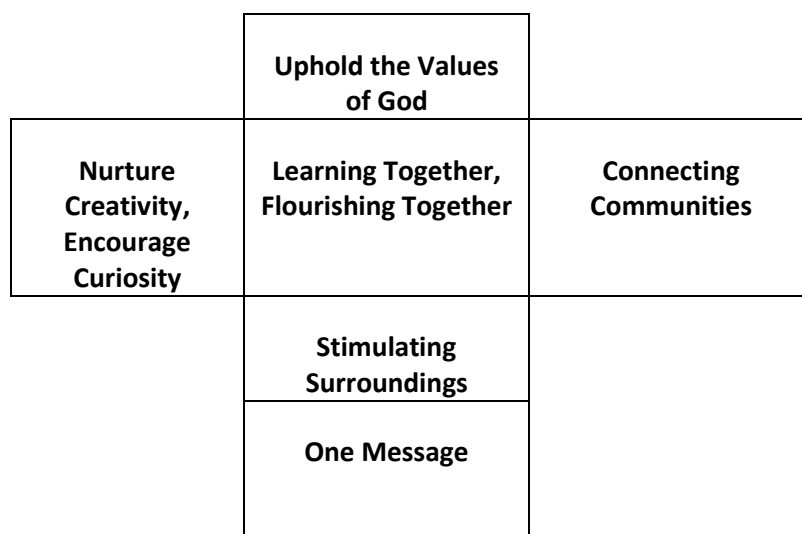
Our Mission

'Sharing, caring, learning and loving with God.'

Our Values

Friendship, Perseverance, Respect, Trust, Thankfulness, Humility, Generosity, Forgiveness, Courage, Peace, Compassion, Responsibility

Our 6 Key ideals that underpin our vision



Understanding our vision

Our 6 key ideals were created through the input of all stakeholders as being important factors in what we want from our school every day.

'We aspire to be a community living life in all its fullness' (John 10:10) Church of England vision for Education

'Sharing, Caring, Learning and Loving with God' (School's mission statement)

'Valuing the dignity and respect of all humanity and all creation' (Reference to Jonah and the Whale and the Church of England vision)

'Through the power of the Holy Spirit' (The importance of the Holy trinity and that we can't do it alone. We must work together.)

'Jesus' kingdom comes.' (Themed verse, Lord's Prayer and the goal of the school for us to create a peaceful and successful kingdom)

Flourish: Achievement

Together: Community

School Policy: Collection of Children

Purpose

This policy outlines the procedures for the safe and secure collection of children from school. It is in place to ensure the safety and welfare of all pupils, in line with our safeguarding commitments.

1. Collection Arrangements

- The school must have **written consent** from the parent or guardian detailing:
 - The regular individuals who are authorised to collect the child.
 - Any one-off arrangements for someone else to collect the child on a particular day.
- **Verbal messages or phone calls alone are not sufficient** for changes in collection arrangements unless followed up in writing (e.g., email or signed note).

2. Identification & Security

- Any person collecting a child must:
 - Be listed as an authorised collector in school records.
 - Be able to **provide a valid form of photo ID**.
 - Know the **collection password** associated with the child.
- **Children will not be released** to anyone who:
 - Is not authorised in writing.
 - Cannot provide appropriate identification.
 - Does not know the child's password.
- In the event that these requirements are not met, the child will remain in the care of the school until a verified collector can be contacted. This is in line with our **duty to safeguard all pupils**.

3. Timely Collection

- All children must be collected **promptly at 3:15 PM** at the end of the school day.
- Late collection impacts the operation of the school and the availability of staff for their professional duties.

4. Charges for Late Collection

- If a child is not collected on time, the school will:
 - Supervise the child in a safe environment.
 - Record the time of late collection.
 - Charge the parent/carer for staff supervision time in **10-minute increments**.
- The charge will be based on the **staff member's time** and will be **invoiced to the parent** accordingly.
- **Invoices must be paid within 30 days** of issue.

5. Persistent Late Collection

- Repeated failure to collect a child on time will be escalated and may involve a formal meeting with the school leadership team.
- Ongoing issues may result in referral to external safeguarding agencies in line with local authority guidance.

Policy Review

This policy will be reviewed annually or sooner if safeguarding guidance changes.