



# **SAFE HANDOVER & COLLECTION POLICY**

**2026 - 2027**



## **SAFE COLLECTION & HANDOVER POLICY**

### **Mission Statement**

Our school aims to be a community which reflects real Gospel values of love and forgiveness.

A community in which each individual, child or adult can work and develop in an atmosphere of mutual respect and understanding;

so as to broaden their appreciation of the world, its cultures and its people.

Study - Sanctity – Service



### **School Motto**

Only My Best Will Do. Be Kind To One Another. Amen.



# SAFE COLLECTION & HANDOVER POLICY

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## SAFE COLLECTION & HANDOVER POLICY

|                                       |                                                                                                                                                                                |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DOCUMENT WRITTEN &amp; ADOPTED</b> | September 2026                                                                                                                                                                 |
| <b>RESPONSIBLE BODY</b>               | St Sebastian's Governing Body                                                                                                                                                  |
| <b>RESPONSIBLE PERSON</b>             | Mrs J McCormick (Headteacher   DSL)                                                                                                                                            |
| <b>OPERATIONAL LEAD</b>               | Mr N Mosaid (Deputy Headteacher   DDSL)<br>Mrs L McCormick (Assistant Headteacher   DDSL)<br>Mrs K Feeney (EYFS Lead   DDSL)<br>Ms P Scrimshaw (Daycare Nursery Manager   DSL) |
| <b>SHARED WITH GOVERNORS</b>          | Autumn 1 Governors Meeting (01.10.2026)                                                                                                                                        |
| <b>NEXT REVIEW</b>                    | September 2027<br><i>or sooner following changes to statutory guidance,<br/>identified concerns or a significant incident</i>                                                  |



# SAFE COLLECTION & HANDOVER POLICY

## 1. Purpose

At St Sebastian's Catholic Primary School, Nursery & Daycare, the safety and wellbeing of every child is our highest priority.

The beginning and end of the school day, Early Years sessions and Extended School provision are particularly important safeguarding points. Clear and consistent arrangements are therefore essential to ensure that children are safely handed into our care and safely released at the end of their session or school day.

This policy sets out the procedures that staff, parents and carers must follow to ensure the safe arrival, handover, collection and release of children.

It applies to all children attending St Sebastian's Catholic Primary School, Nursery & Daycare, including those accessing Breakfast Club and After-School Club.

This policy should be read alongside the school's wider safeguarding policies and procedures, particularly:

- ✓ Child Protection and Safeguarding Policy
- ✓ Attendance Policy
- ✓ Late Collection Policy
- ✓ Travelling To and From School Policy
- ✓ Separated Parents Policy

## 2. Aims

This policy aims to:

- ensure the safe arrival, handover, collection and release of every child;
- establish clear and consistent expectations for staff, parents and carers;
- ensure children are only released to authorised individuals;
- provide clear procedures where collection arrangements change;



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- ensure appropriate checks are completed before a child is released;
- support effective safeguarding practice at key transition points during the day; and
- ensure concerns or patterns relating to arrival, handover or collection are identified and followed up appropriately.

### 3. Responsibilities of Parents & Carers

Parents/carers are responsible for ensuring that their child:

- ✓ arrives at the correct time for their allocated school, Nursery or Daycare session;
- ✓ is collected promptly at the end of their session unless accessing booked Extended School provision;
- ✓ is collected by an authorised person aged **16 years or over**, unless an approved independent travel arrangement is in place;
- ✓ has accurate and up-to-date contact, emergency contact and collection information recorded with school; and
- ✓ has any changes to collection arrangements communicated directly to the School or Daycare Office.

Parents/carers must inform us promptly of any changes to contact details, parental responsibility, collection arrangements or other information which may affect the safe handover of their child.

Where information held by school is no longer accurate, parents/carers are responsible for providing updated information through the appropriate school procedures.



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### 4. Arrival and Handover into Our Care

Parents/carers are responsible for their child until they have been appropriately handed into the care of the school, Nursery, Daycare or Extended School provision.

Children attending Nursery and Daycare must be handed directly to the appropriate member of staff in accordance with the arrangements for their session.

For Reception to Year 6, responsibility transfers to school once the child has entered the school site in accordance with the school's normal arrival arrangements and is under the supervision of school staff.

Parents/carers should ensure that children arrive promptly so that they can begin their day or session safely, calmly and positively.

### 5. Reception to Year 6 – Late Arrival

The school day begins promptly at **8.45am**.

Any child arriving after the school gates have closed must be brought to the School Office by their parent/carer and registered as arriving late using the school's registration procedures.

Children must **NOT** be dropped off or left at the School Office gate.

The accompanying parent/carer must ensure that their child has been safely handed over to a member of staff before leaving the school site.

Regular or persistent late arrival will be monitored through the school's attendance procedures. Patterns of lateness may also constitute a safeguarding concern and will be followed up where appropriate.



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### 6. Nursery & Daycare - Attendance & Arrival

Children attending Nursery and Daycare should arrive promptly at the beginning of their allocated session.

Although attendance at Nursery and Daycare is not statutory, we want our youngest children to attend regularly and benefit fully from their funded Early Years entitlement and the learning, play, routines and experiences planned for them.

Arriving part-way through a session can result in children missing valuable experiences and may interrupt learning and established routines already taking place.

Where a child is going to be absent, parents/carers must contact the Daycare or School Office by **9.15am** and provide the reason for their absence.

Although attendance is not statutory, the school's attendance and safeguarding procedures apply to children registered to attend Nursery and Daycare. Where a child does not attend as expected and we have not received a reason for their absence, our First Response procedures will be followed.

Regular or persistent late arrival or collection may be considered an attendance and/or safeguarding concern and will be followed up appropriately.

### 7. Authorised Collection

Children will only be released to:

- a parent/carer with parental responsibility;
- an authorised person aged **16 years or over**; or
- in the case of eligible Year 5 and Year 6 pupils, independently where formal parental permission has been provided.

Staff must never release a child where there is reasonable doubt regarding the identity, authorisation or suitability of the person collecting.



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Where there is any uncertainty, the child will remain safely in our care while appropriate checks are completed.

The safeguarding and welfare of the child will always take precedence over avoiding inconvenience or delay to an adult collecting.

### 8. Changes to Collection Arrangements

If someone different will be collecting a child, the parent/carer must contact the School or Daycare Office in advance.

Changes to collection arrangements must not be communicated solely through ClassDoJo | FAMILY or messages sent directly to St Sebastian's staff. Staff may be teaching, supervising children or otherwise unable to access messages during the day.

When notifying the School or Daycare Office that a different person will be collecting, the parent/carer will be asked to provide a **collection password**.

The parent/carer is responsible for sharing this password with the person who will be collecting the child.

The collection password will always be requested by staff before the child is released to an alternative collector.

If:

- the correct password cannot be provided;
- staff have not received confirmation of the change;
- the identity or authorisation of the person cannot be satisfactorily established; or
- staff have any other safeguarding concern,

the child **will not be released** until appropriate checks have been completed, including direct contact with parent/carer and staff are satisfied that it is safe to do so.



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### 9. Safe Handover at Collection

Home time and the end of Early Years sessions are significant safeguarding points.

Staff responsible for releasing children must give their full attention to the handover process and ensure that every child is safely accounted for.

Staff will complete **one safe handover at a time**, clearly identifying the appropriate adult before releasing each child.

Parents/carers are asked to:

- remain visible to the member of staff responsible for handover;
- wait until their child has been formally released by a member of staff;
- give staff sufficient time and space to complete each handover safely;
- avoid calling children away from their class or group before they have been released; and
- avoid lengthy conversations with staff while children are being dismissed.

Staff must not become distracted from their responsibility to ensure the safe release of all children.

Where a parent/carer needs to discuss their child in greater detail, an appropriate time should be arranged outside the handover period.

### 10. Year 5 and Year 6 – Walking Home Independently

Children in Year 5 and Year 6 only may be permitted to leave the school site independently at the end of the school day.

Permission must have been formally provided by the parent/carer through the child's Pupil Medical & Welfare Form.

As per **Travelling To and From School Alone Policy**, such permission requests will need to be approved by the Headteacher. Permission will only be granted where the parents/carers and the headteacher are satisfied that the pupil:



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- ✓ Can be trusted to travel straight to school or home from school.
- ✓ Will adhere to the route that their parent/carer has identified.
- ✓ Can be trusted to behave sensibly.
- ✓ Is aware of road safety.
- ✓ Is aware of the protocols to follow if a stranger approaches them or asks them to do something they do not want to.
- ✓ Would know how and where to ask for help.

Verbal permission, a message sent through ClassDoJo or a request made by the child is not sufficient.

Where permission has not been formally recorded, the child will not be permitted to leave school independently and must be collected by an authorised person.

If arrangements change during the academic year, the parent/carer must submit an updated Pupil Medical & Welfare Form before the child will be permitted to leave independently.

By providing permission, the parent/carer confirms that they consider their child sufficiently responsible to make the journey independently and accepts responsibility for the arrangements they have put in place.

Once an authorised child has been released by school and has left the school site, responsibility for the child passes to their parent/carer.

Further arrangements and expectations relating to independent travel are set out in the school's

### **Travelling To and From School Alone Policy.**

## **11. Extended School Provision**

Children attending Breakfast Club or After-School Club remain under the supervision of the school while attending the provision.

Children attending Breakfast Club must be appropriately handed into the provision in accordance with the school's published arrangements.



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Children attending After-School Club will only be released in accordance with the authorised collection arrangements contained within this policy.

Where a different person is collecting a child from After-School Club, the parent/carer must contact the School Office in advance and the collection password procedure will apply.

After-School Club must be booked in advance and children must be collected by the end of their booked session.

Any concerns relating to late collection will be managed in accordance with the school's Late Collection Policy.

### 12. Late Collection

Parents/carers are expected to collect children promptly at the end of the school day, Nursery or Daycare session, or their booked Extended School session.

We recognise that unforeseen circumstances may occasionally result in a parent/carer being delayed.

Where this happens, parents/carers **must contact the School or Daycare Office as soon as possible** to inform us of the delay and expected collection time.

Children will remain appropriately supervised until they can be safely collected by an authorised person.

**Regular or persistent late collection is a safeguarding concern.** Patterns of late collection will be recorded, monitored and, where appropriate, followed up with parents/carers in accordance with the school's safeguarding procedures.

Where late collection relates to Extended School or another paid provision, additional charges may apply in accordance with the school's published charging arrangements.

Full procedures for responding to late or non-collection, including escalation where a parent/carer or emergency contact cannot be reached, are contained within the school's **Late Collection Policy**.



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### 13. Concerns About an Adult Collecting a Child

Staff must always act in the best interests of the child.

If an adult arrives to collect a child and staff have reasonable concerns that the adult may be:

- under the influence of alcohol or drugs;
- significantly impaired;
- behaving in a threatening, aggressive or concerning manner; or
- otherwise unable to provide safe care or supervision,

the child should remain safely supervised while support is sought from the Designated Safeguarding Lead (DSL), Deputy DSL or another senior member of staff.

Where appropriate, another authorised adult or emergency contact may be contacted to support the safe collection of the child.

Where there is an immediate or significant safeguarding concern, the school will seek advice and/or assistance from the appropriate safeguarding services and/or Police.

Any safeguarding concern arising during collection must be recorded in accordance with the school's safeguarding procedures.

### 14. Parental Responsibility and Separated Families

The school recognises that family circumstances and collection arrangements may vary. The safety and welfare of the child will remain our priority when managing any collection arrangements.

Where parents are separated, staff will follow the collection arrangements formally recorded with school.

**The school | daycare cannot ordinarily prevent a person with parental responsibility from collecting their child solely at the request of another parent.**



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Where a Court Order or other legal restriction affects who may collect or have contact with a child, parents/carers are responsible for ensuring that the school is provided with an up-to-date copy of the relevant documentation.

Staff must not become involved in disputes between parents/carers at the point of collection. Where there is uncertainty or disagreement regarding collection, parental responsibility or legal arrangements, the child should remain safely supervised while advice is sought from the Headteacher/DSL.

Full arrangements relating to parental responsibility, separated families, Court Orders, communication and disputes are set out in the school's **Separated Parents Policy**.

### 15. Safeguarding Concerns and Patterns

Arrival and collection arrangements form an important part of the school's wider safeguarding responsibilities.

Staff should remain alert to patterns or concerns including:

- regular or persistent late arrival;
- regular or persistent late collection;
- frequent unexplained changes to collection arrangements;
- repeated failure to inform us of a child's absence;
- repeated difficulty contacting parents/carers;
- unauthorised or unknown individuals attempting to collect a child;
- repeated difficulties with collection passwords or agreed arrangements; or
- any behaviour or circumstances which cause concern for a child's welfare.

A single incident may also require immediate safeguarding action depending upon the circumstances.

Where a pattern or individual incident raises a concern, this must be shared with the DSL or Deputy DSL and considered in accordance with the school's safeguarding procedures.



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### 16. Staff Responsibilities

All staff involved in the arrival, supervision, handover or release of children are responsible for following this policy consistently.

Staff must:

- be familiar with the collection arrangements for children in their care;
- remain vigilant during arrival and collection;
- give their full attention to the safe handover of children;
- follow the agreed collection password procedure;
- seek clarification where collection arrangements are unclear;
- never release a child where they are not satisfied that it is safe to do so;
- report safeguarding concerns promptly;
- ensure relevant incidents and concerns are appropriately recorded; and
- seek support from a senior member of staff or DSL whenever they are unsure.

**Where there is any doubt, the child must remain safely in our care while appropriate checks are completed.**

### 17. Responsibilities of the Headteacher and DSL

The Headteacher and Designated Safeguarding Lead will ensure that:

- appropriate safe handover procedures are established and communicated to staff and families;
- staff understand their responsibilities;
- safeguarding concerns arising from arrival, handover or collection are appropriately considered and followed up;
- patterns of late arrival or collection are identified and responded to where relevant;
- appropriate advice or external support is sought where necessary; and



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- procedures remain consistent with the school's wider safeguarding arrangements.

### 18. Links with Other Policies and Procedures

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Attendance Policy
- Late Collection Policy
- Travelling To and From School Policy
- Separated Parents Policy
- Extended School / Wraparound Provision arrangements
- First Response procedures
- Daycare and Nursery procedures
- Health and Safety Policy
- Behaviour & Relationships Policy

Where another school policy contains more detailed procedures relating to a particular matter, those procedures should be followed alongside the safeguarding principles contained within this policy.

### 19. Monitoring and Review

The Headteacher and Safeguarding Team are responsible for monitoring the implementation of this policy. Safeguarding concerns, incidents and patterns relating to arrival, handover or collection will be reviewed and appropriate action taken where necessary.

The policy will be reviewed annually, or sooner where there are changes to statutory guidance, safeguarding requirements or the operational arrangements of St Sebastian's Catholic Primary School, Nursery & Daycare.