



Cornerstone Academy Trust

Collection of Children Policy

Trust-wide safeguarding arrangements for arrival, collection and independent travel

Policy owner	Designated Trust Safeguarding Lead and Executive Head
Approval body	Education Committee
Updated	October 2026
Review cycle	Annual, or earlier following a change in law, guidance or local arrangements
Next review	Autumn Term 2027, or earlier if legislation, statutory guidance, technology or school arrangements materially change
Applies to	All schools and operations of Cornerstone Academy Trust

1. Purpose, scope and safeguarding principles

This policy sets out how the Trust safeguards children during arrival, collection and departure. The welfare of the child is paramount, and children will only be released in accordance with this policy and the published arrangements for their school.

- Parents/carers must provide current contact details, two emergency contacts and details of any person who is not legally permitted to collect the child.
- Parents/carers must tell the school promptly about any change to normal collection arrangements.
- Children will remain supervised if expected collection arrangements are not in place.
- Each school may operate different collection doors, gates, playground areas and staff supervision points to reflect its site layout. These local arrangements form part of this policy and are summarised in Appendix 1.

2. Definitions

- Authorised collector: a person aged 16 or over whom a parent/carer has authorised to collect the child.
- Known adult: a parent, carer or authorised collector whom the relevant member of staff recognises and whom the school's records show is permitted to collect the child.
- Designated collection point: the classroom door, gate, playground area, stairwell, corridor or other supervised location identified in the school arrangements.

3. Arrival

- Nursery sessions start at 9.00am. Children must remain with a parent/carer until handed to a member of staff.
- Reception children may be escorted to the classroom in accordance with the arrangements at their school.
- In the morning, every child using the bus service must be accompanied to the bus stop and placed on the bus by a parent/carer or authorised adult.

4. End-of-day arrangements

- Nursery sessions finish at 3.00pm. All other classes finish at 3.30pm.
- Pupils will be dismissed through the designated collection point for their year group and school, as set out in Appendix 1.
- Parents/carers must remain within any designated waiting area, behind cones or staff-controlled boundaries where these are used and must avoid obstructing staff's view of children and collectors.
- Unless a matter is urgent, parents/carers wishing to speak to the supervising teacher should wait until dismissal is complete.

Reception to Year 2

- Children will normally be handed directly to a parent/carer or authorised collector at the designated collection point. School-specific variations are set out in Appendix 1.
- If the collecting adult is not known or recognised by the member of staff, the child's collection password must be provided before the child is released.

Years 3 and 4

- Children will leave through the designated collection point to find their parent/carer or authorised collector within the supervised collection area. They may not be dismissed individually by name at schools operating a supervised release arrangement.
- Children in Years 3 and 4 are not permitted to walk home independently.
- If a child cannot find the expected adult, they must return immediately to the designated member of staff or supervised return point identified in Appendix 1 and remain with staff until collected.

Years 5 and 6

- Children will leave through the designated collection point to meet their parent/carer or authorised collector. They may not be dismissed individually by name at schools operating a supervised release arrangement.
- Where written parental consent has been provided, children may leave the school site and walk home independently.
- A child without consent to walk home who cannot find the expected adult must return immediately to the designated member of staff or supervised return point identified in Appendix 1 and remain with staff until collected.

5. Bus service

- The parent/carer is the default collector from the bus stop. Another authorised adult may collect where the parent/carer has made appropriate arrangements.
- Children in Years 5 and 6 may walk home independently from the bus stop where written parental consent has been provided.
- All other children must be collected from the bus stop by a parent/carer or authorised adult.
- If the collecting adult is not known or recognised by the member of staff, the child's collection password must be provided before the child is released.

6. After-school and holiday provision

- Children attending after-school activities, wraparound after-school club or holiday club must be collected by a parent/carer or authorised adult.
- If the collecting adult is not known or recognised by the member of staff, the child's collection password must be provided before the child is released.

7. Collection passwords and special pick-ups

- An authorised collector must be aged 16 or over. If staff have a safeguarding concern about a collector's suitability, the child will remain supervised while the school contacts a parent/carer and seeks advice from the Designated Safeguarding Lead.
- Every family will be issued with a collection password and is responsible for keeping it confidential and sharing it securely only with an authorised collector when necessary.
- A password is required when the member of staff does not know or recognise the person collecting.
- Password verification applies at the end of the school day for Reception to Year 2, and for collection from the bus service, after-school activities, wraparound care and holiday club.
- A child will not be released to an unknown or unrecognised adult who cannot provide the correct password. Staff will contact the parent/carer using the contact details held by the school.

8. Choosing and recording collection arrangements

- Parents/carers must notify the school in writing if they want a Year 5 or Year 6 child to walk home independently, including independently from the bus stop.
- Written consent, changes or withdrawal of consent should be sent to the child's class teacher or school office using the contact details published by the school.
- When deciding whether independent travel is appropriate, parents/carers should consider the child's maturity, confidence, road-safety awareness, the route and distance, traffic and crossings, whether the child will travel alone, and seasonal conditions such as darkness or severe weather.
- Parents/carers may change or withdraw an agreed arrangement at any time by notifying the school in writing before the arrangement is due to take effect.
- Parents/carers must ensure that the school holds accurate details of authorised collectors and any restrictions affecting collection.

9. Site access and behaviour at collection

- Children and families must use authorised entrances and exits and follow staff instructions and school signage.
- Locked gates, fences and other access controls must not be climbed, jumped-over or bypassed.
- School grounds must not be entered outside published access arrangements unless authorised by the school. This includes entering playgrounds for football or other games when gates are locked.

10. Responsibility outside school

- Once a child has been handed to a parent/carer or authorised collector, responsibility for the child's safety passes to that adult.
- Where a child leaves school or a bus stop independently under an agreed arrangement, the parent/carer remains responsible for assessing the arrangement and for the child's safety once the child has left school supervision.

11. Separated parents and contested collection

- The school will act in accordance with parental responsibility and any relevant court order or legal restriction that has been provided to it.
- Parents/carers must provide the school with a copy of any court order or legal document that affects who may collect the child and must notify the school promptly of any change.
- The school will not mediate disputes between separated parents or carers. If collection is contested or staff are uncertain whether a child may be released, the child will remain supervised while the school checks its records, contacts the relevant parent/carer and seeks advice from the Designated Safeguarding Lead. Statutory services may be contacted where necessary to safeguard the child.

12. Late or failed collection

- If a child is not collected as expected, they will remain supervised and the school will try to contact the parent/carer and emergency contacts.
- Where appropriate, the child may be placed in after-school provision. The published charge for the relevant school and session may apply.
- If no authorised adult can be contacted within a reasonable period, the school will follow its safeguarding procedures and contact the relevant statutory services where necessary.
- The child will not be blamed or held responsible for a late or missed collection.

13. Safeguarding concerns

If a child says that they do not want to go home because of abuse, neglect or another safeguarding concern, staff will follow the Trust's child protection procedures and seek advice from the Designated Safeguarding Lead.

Appendix 1: School-specific end-of-day arrangements

The following arrangements reflect the current end-of-day procedures for each school and may be updated from time to time. Any changes will remain consistent with the safeguarding principles in this policy.

Broadclyst Primary School

Reception-Year 2: classroom to known adult. Year 3: back playground step area. Year 4: end of corridor by the tunnel. Year 5: courtyard collection points by the table tennis table/Year 6 slope or opposite the Year 3 and 4 classrooms. Year 6: courtyard door opposite the Year 3 and 4 classrooms. Return point: classroom or supervising staff.

Clyst Heath Primary School

Reception-Year 2: classroom to known adult. Years 3-4: directly from classrooms. Years 5-6: from classrooms, with a member of staff at the Year 5/6 gate. Return point: member of staff at the Year 5/6 gate or classroom.

Countess Wear Primary School

Reception-Year 2: classroom to known adult. Years 3-4: classroom doors. Year 5: double doors nearest the classroom. Year 6 pupils not walking independently: classroom doors. Return point: classroom or supervising staff.

Marpool Primary School

Reception-Year 2: classroom to known adult. Years 3-4: playground line/courtyard. Years 5-6: courtyard door opposite the Year 3 and 4 classrooms. Return point: member of staff on duty at the bottom of the stairs.

Monkerton Community Primary School

Reception-Year 2: classroom to known adult. Years 3-4: back playground. Years 5-6: double fire doors between the main reception entrance and Nursery doors. Return point: member of staff on duty at the bottom of the stairs.

Westclyst Community Primary School

Reception-Year 2: classroom to known adult. Years 3-4: bottom of the Year 3/4 stairwell. Years 5-6: Year 5/6 stairwell. Return point: class teacher at the designated door or classroom.

Yeo Valley Primary School

Reception: classroom to known adult. Years 1, 2, 3, 4 and 6: playground, with parents waiting behind cones. Year 5: classroom door to known adult. Return point: supervising member of staff on the playground or at the classroom door.