

Dismissal and Collection Procedures

Foundation Stage

- Children line up safely in the corridor at the end of the day.
- Staff complete a headcount and prepare for a controlled handover.
- Parents/suitable authorised people wait in the canopy area.
- A member of staff releases each child individually once the parent's/suitable authorised person's identity has been confirmed.

Key Stage 1 and Key Stage 2

- Children line up safely in the corridor at the end of the school day.
- Staff complete a headcount and prepare for a controlled handover.
- **Staff lead children to the front playground to line up.**
- A member of staff will lead the children travelling by public transport out to the bus.
- **Parents/suitable authorised people will be invited to collect their child directly from a member of staff.**
- Finally, those children with permission to walk will be escorted out of the school grounds.

Independent Travellers

Older primary pupils are generally better able to manage the risks associated with travelling home independently. By **Primary 6** and **Primary 7**, most children have developed greater road awareness, emotional maturity, and decision making skills, enabling them to follow agreed routes safely and respond appropriately to unexpected situations. For this reason, **independent travel is recommended only for older pupils.**

Parental decisions should consider the child's maturity, the route, and overall risk.

Normally recommended:

- **Primary 6 and Primary 7**, with written parental consent and school approval.
- Possible factors to consider:
- the route or bus journey is short, direct, and low risk;
 - **the child demonstrates appropriate maturity and safety awareness;**
 - parents provide written consent;
 - the Principal is satisfied that independent travel is safe.



St Patrick's Primary School, Glenariff Child Collection Policy - A Parent's Guide

Rationale

A clear and robust Child Collection Policy is essential to safeguarding children and ensuring their safety at key transition points during the school day.

This policy provides the framework that enables staff and families to work in close partnership, ensuring that end of day procedures are consistent, predictable and rooted in the best interests of every child. Effective communication between home and school is vital in protecting children, reducing risk, and promoting their wellbeing.

AIMS

The aims of this Child Collection Policy are to:

- Ensure the safety and welfare of all pupils by setting out consistent, transparent procedures for dismissal and collection.
- Provide clear expectations for parents/guardians and staff regarding child collection.
- Support children's emotional security by promoting predictable transitions school/home.
- Promote effective communication between home and school so that collection arrangements remain accurate and up-to-date.
- Maintain legal and safeguarding compliance by aligning collection procedures with statutory guidance, and responsibilities around parental authority.
- Encourage appropriate independence for older pupils, where safe and suitable.
- Provide clear escalation pathways for staff when a child is not collected.

PARENTAL RESPONSIBILITIES

Parents/guardians are expected to support safe dismissal by:

- **Keeping all information up-to-date, including contact details, authorised collectors** (Appendix 2), and **any court orders/restrictions**.
- **Notifying the school promptly of any same day changes** to collection or travel arrangements.
- Submitting written updates for ongoing or long term changes.
- Informing the school if the child is going to another child's home or being collected by another family.
- **Providing written consent for independent travel** (walking home or using public transport).
- Being reachable at dismissal times, and respond to calls from school.
- **Ensuring children are signed in/out through the office when arriving late or leaving during the day**.
- Understanding that **staff will not act on verbal messages passed by pupils or other adults regarding collection changes**.
- Being aware that if confirmation cannot be obtained, **no child will be released until arrangements are verified**.

NOTE ON SUITABLE AUTHORISED PEOPLE

A suitable authorised person is an individual named by a parent/guardian as permitted to collect their child and whom the school considers able to provide safe supervision.

We strongly recommend that authorised persons are **typically aged 16 or over**. The school recognises that family circumstances vary and exceptional cases may be discussed in individual cases.

For safety reasons, **older pupils should not be responsible for collecting or supervising younger children**, particularly on busy roads, as they may not have the maturity required.

