



MOUNT ST MICHAEL'S PRIMARY SCHOOL AND NURSERY UNIT

Collection Policy

November 2025

Child Collection Policy

We the staff and Governors of Mount St Michael's Primary School and Nursery Unit have a responsibility for the safeguarding and child protection of the children in our care and we will carry out this duty by providing a caring, supportive, and safe environment, where each child is valued for his or her unique talents and abilities, and in which all our young people can learn and develop to their full potential. Your child's wellbeing and safety is of paramount importance to us, therefore procedures for dropping off and collecting children are followed to ensure your child remains safe whilst in our care (Appendix A). Children will not be released from our care if staff have not been informed clearly of the person due to collect your child.

Admission information

When your child starts at the school, you will be asked to complete a data collection form for your child. We will ask for details about the person/people who will be collecting your child. This information can then be used to identify the designated person(s). We will also ask you to identify emergency contacts for your child in priority order. We ask that any changes or updates to this information be made in writing to Mr Shivers.

Suitable person / Identification of Individuals

It is the policy of Mount St Michael's Primary School and Nursery Unit that no person under the age of 16 years can collect a child from the school during the day.

If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and wellbeing of the child may be compromised, staff will contact a member of the Senior Management Team.

The member of the Senior Management Team will assess the situation and if they feel that the parent/carer appears unable to take responsibility for the child they will take appropriate action. This could include contacting another member of the family to collect the child.

Relationship breakdown of parents / guardians

The school has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down.

Unless there is a court order, of which the school must have a copy, preventing one parent's contact with the child we are unable to deny access.

If there is concern about violent or aggressive behaviour from either parent towards staff, we recommend that alternative arrangements are made for the drop off and collection of the child in the interests of safety of all children and members of the school community.



Failure to collect a child

- In the event of a parent / carer failing to collect a child the procedure set out below will be followed:
- A member of the school staff will try to establish contact via the emergency contact number(s).
- In the event of a child not being collected or no contact can be made after 4.30pm, Social Services and or the police will be contacted.
- On no account must a child be taken by a person not known by the school.

Approval of Collection Policy

Chairperson of Board of Governors: <i>A. McAleese</i>	Date: 23/02/2026
Principal: <i>P. Shivers</i>	Date: 23/02/2026
Review Date: June 2028	

Appendix A

School Drop Off and Collection Information

Chapel Car Park

From Tuesday 30th September, all families who travel to **school and nursery** by car must use the **chapel car park**.

No Access via Back Gate

There will be **no access to the school via the back gate on the Station Road**. All children who travel home by bus, will be accompanied by a staff member to their bus at home time.

Morning Arrangements

All adults must **park in the chapel car park (no parking on the Craigstown Road)** and **accompany their children** to the crossing patrolman at our main entrance, where they will be crossed safely and enter the school via the gate adjacent to the canteen. Adults may cross with their children and walk together to their usual entry door for school, if they wish.

Children who walk to school and need crossed over, should **walk along the footpath as far as the school crossing sign at the top of the Craigstown Road, opposite the parochial house**, where they will be crossed safely by our other crossing patrolman.


Afternoon Arrangements


All adults must again **park in the chapel car park (no parking on the Craigstown Road)**, make their way as normal to the main playground and pick children up from their teacher/staff member and exit the same way, where they will be crossed safely back to the car park.


- **Nursery Pick-Up Area:** Main Nursery Entrance
- **P1 Pick-Up Area:** P1 Classroom
- **P2 Pick-Up Area:** P2 Entrance
- **P3-P7 Pick-Up Area:** Main Playground *(children will be lined up with teacher/staff member)*
- **After-Schools Pick-Up Area:** Main Playground *(children will be lined up with teacher/staff member)*


Children who walk home from school and need crossed over, should exit the school using the same gate as the morning arrival, **walk along the footpath as far as the school crossing sign** outside the parochial house, where they will be crossed safely by our other crossing patrolman.

P. Shivers
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Principal
Mount St. Michael's Primary School & Nursery Unit


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