Priors Hall – a learning community

Collection from School Policy

2026 - 2027

'Ready for Learning, Ready for Life'

Curiosity **Kindness** **Resilience** **Respect**

School staff are responsible for:

- Ensuring they follow collection procedures
- Ensuring they have access to BromCom and emergency contacts
- Contacting a DSL or member of SLT if they have any concerns

Collection from school procedures

- All children must be collected by a responsible person aged 16 or over. If a person comes to collect who is under 16 years old, the child will **not be released** unless there is an agreement in writing between school and home (see below)
- If anyone new is collecting a child, the office must be notified by the parent and a password given. The password will then be passed to the class teacher to request on collection.
- If a child is not collected by 3.25pm, they must be taken to the school office who will call home to find out when they are being collected.

Collection from school under 16 years old

We understand that some parents have responsible children under 16 years of age who they will allow to collect their younger children from school. Parents are responsible for making this decision and must sign an agreement to say that they understand that they are responsible for their children once they leave the school site. This form is included in appendix a. The form should be handed in to the school office and will be stored on BromCom so that it can be accessed by class teachers and the office. Children of Primary school age will not be permitted to take a younger sibling home.

Tea Time Club Collection Procedures

All children who have never been to Tea Time Club, regardless of year group, needs to have a password for collection even if it is their parents who are collecting. This password must be given to the school office who will pass it on to the Tea Time Club Coordinator. The Tea Time Club coordinator then needs to ensure that the register is clearly marked with an Asterix (*) next to the child's name. The password needs to be written for all staff to be aware of.

Answering the door

Only an experienced member of Tea Time Club staff is able to answer the door.

Process

Answer intercom

Say 'who are you here to collect?'

If it someone you **know and recognise** is able to collect and is on the collection list, you are able to call for the child to be released. *If the person is not someone who normally collects, you must also have been told that they have permission to collect by the parent or the school office.*

If it is someone you **don't know or recognise** you must ask for the collection password at the door

If they **DO** know the password, and you have been made aware that they are able to collect, you can release the child. Providing that the child knows the adult.

If they **DO NOT** know the password, you **cannot** release the child even if the child seems to know the adult.

Contact the member of SLT on duty to call the child's parent to check that they are able to collect and to get a password. The parent then needs to contact the adult who is trying to collect to tell them the password. When the collector tells you the password. The child can go with them.

Children walking home alone

Children in Years 5 and 6 are allowed to walk home alone if **written permission** is given to the office by parents/guardians. If written permission is given to the class teacher, class teachers need to make the office aware so that the permission can be recorded centrally. The permission is then recorded on BromCom.

Safeguarding Statement

Safeguarding is everybody's business. Priors Hall – a Learning Community has an unwavering commitment to safeguarding to ensure that: all our children and young people are safe and feel safe; that children, parents/carers and staff are able to talk about any safeguarding concerns and feel assured that they will be listened to; and that all staff and volunteers are aware of and implement safeguarding procedures and guidance, including what to do if they

suspect a child or young person may be experiencing, or be at risk of harm. In essence, we instil a culture of vigilance.
All concerns should be given to our school Designated Safeguarding Leads: **Jenny Forshaw (DSL) Jacqueline White (Assistant Headteacher and DDSL), Tess McQuade (Headteacher and DDSL), Justin Pye (Assistant Head and DSO), Charlotte Brazier (Assistant Head and DSO), Alex Crawford (Nursery Lead Teacher and DSO), Lucy Nisbet (SENDCo and DSO) and Calla Haycock-Hall (Pastoral Lead and DSO).**

- In any case where an adult is concerned that a child is, or may be, at risk of significant harm they must report this immediately to the DSL or to a member of the Safeguarding Team who will make a referral directly to Northamptonshire Multi-Agency Safeguarding Hub (MASH) on **0300 126 7000**.
- If a child or other person is at immediate risk of harm, the first response should always be to call the police on **999.** This policy applies to all adults, including volunteers, working in or on behalf of Priors Hall – a Learning Community.
- If a concern is in relation to a member of staff at Priors Hall (who is not the Headteacher), please contact Tess McQuade on **01536 216090** to report this concern.
- If a concern is in relation to the Headteacher, please contact the Chair of Governors (Matt Miller) via email on SBoak@IFTL.co.uk or IFTL Safeguarding Lead (Kim Kemp) via email on KKemp@iftl.co.uk

APPENDIX 1

Consent Form – Collection by sibling under the age of 16

Pupil's Name: _____
Tutor Group: _____

Sibling's Name: _____

Password for collection: _____

I consent for my above-named child to be collected from Priors Hall - A Learning Community by their above-named older sibling. I understand that my child being collected by a person under the age of 16 is not recommended in the Priors Hall Collection Policy however I have decided that my child can be collected by their sibling who is sensible enough to ensure the safety of my child named above.

I will ensure that my child's older sibling is aware of the password required to collect my child at the end of the school day and will be able to relay this in a discreet manner to my child's teacher.

Signed [Parent]: _____

Dated: _____