

AUTHORISED COLLECTORS POLICY



We love God and each other and follow the example of St Teresa.
We enjoy learning together and doing our best in a happy, healthy and welcoming community.
We learn to be responsible and caring citizens.
"Let us do little things well today".
St Teresa

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| Approved by: | Governing Body | Date: <i>Pending</i> |
| Last reviewed on: | July 2025 | |
| Next review due by: | July 2027 | |

Introduction

St. Teresa's Catholic Primary School and Little Flowers Nursery are committed to safeguarding and promoting the welfare of all children. The safe and secure handover of pupils at the end of the school day or nursery session is a critical aspect of our duty of care.

This policy outlines procedures for the collection of children by authorised individuals and the responsibilities of parents/carers in ensuring clear communication with school and nursery staff.

Aims of the Policy

- To ensure that children are only released to authorised adults
- To promote the safety and wellbeing of all children
- To ensure staff follow consistent, safeguarding-led collection procedure
- To meet requirements set out in the EYFS Statutory Framework 2025, particularly paragraph 3.65 regarding safeguarding and child protection.

General Principles

- Children will only be released to their parent(s)/legal guardian(s) or an authorised collector nominated by the parent/carer.
- The school and nursery maintain a secure system for recording authorised collectors, which is reviewed regularly.

Authorised Collectors - Recording and Management

Parents/carers of nursery and reception children will be asked to provide a list of all authorised collectors before their child starts.

This list must include:

- Full names
- Relationship to the child
- Contact details.

Staff will only release children to those listed, unless prior written authorisation is received for a one-off alternative arrangement. Parents are responsible for keeping this list up to date.

In all other classes children are released at home-time directly to parent/carers or anyone listed in the emergency contacts kept by the school.

One-Off or Alternative Arrangements

If a child is to be collected by someone not listed as an authorised collector:

- The parent/carer must inform the school or nursery office in advance and in writing;
- Notifications may be made via email or written note. Verbal messages through the child or other parents will not be accepted
- For safeguarding reasons, the school reserves the right not to release a child to a collector not formally authorised.

Password System for Nursery and EYFS

A unique collection password is required as an additional safeguard.

- The password must be shared with any authorised collector unfamiliar to staff.
- Staff will not release a child if the correct password cannot be provided.

Late Collection

If a child is not collected at the expected time:

- Staff will contact the parents/carers using the emergency contact details provided;
- If no contact is made and no authorised collector arrives, the school's late collection and safeguarding procedures will be followed;
- Persistent lateness will be recorded and discussed with parents.

Please read in conjunction with the Rosary Trust Late Collectors Policy

Independent Travel - KS2 only

- Children in KS2 may walk home independently with written consent from their parent/carer.
- This arrangement must be formally recorded and reviewed each term.

Right to Withhold Handover

- The school and nursery reserve the right not to hand over a child to an unknown, unauthorised, or unverified adult.
- In the event of doubt, the child will remain under staff supervision while clarification is sought.
- If necessary, the school's Designated Safeguarding Lead (DSL) will be informed, and social care or police may be contacted if a safe handover cannot be ensured.

Safeguarding and Legal Considerations

- The school is guided by Section 3 of the EYFS Framework 2025, particularly in relation to safeguarding (3.65-3.74);
- Where parents are separated, and one parent has restricted access, it is the legal responsibility of the parent(s) to provide copies of court orders or other legal documents;
- Staff will act in the best interests of the child at all times and in accordance with our Child Protection and Safeguarding Policy.

Policy Review

This policy will be reviewed two-yearly or sooner if there are significant changes to statutory guidance or safeguarding requirements.

Appendix A: Authorised Collectors Form - Nursery & Reception

St. Teresa's Catholic Primary School & Little Flowers Nursery



This form must be completed before your child begins nursery or reception class and updated if there are any changes to the authorised collectors. This is a key safeguarding requirement.

Child's Details

Child's Full Name: _____

Class/Year Group: _____

Primary Parent/Carer Details

Full Name: _____

Relationship to Child: _____

Contact Number(s): _____

Email Address: _____

Authorised Collectors

Please list all adults who are authorised to collect your child from school/nursery. Staff will only release your child to someone on this list unless written notice is received in advance.

| Full Name of Authorised Collector | Relationship to Child | Contact Number | Ongoing / Occasional |
|-----------------------------------|-----------------------|----------------|----------------------|
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Please tick if additional names are listed on a separate sheet attached.

Collection Password

This is required for all nursery and EYFS children. It will be used to verify identity when someone unfamiliar to staff collects your child.

Password: _____