Child Collection Policy

DATE: July 2026
OWNED BY: Strategic Lead
APPROVED BY: ARC Subcommittee

Contents

This policy does not form part of the contract of employment and from time to time may be altered following consultation and negotiations with recognised Trade Unions. Any changes will be communicated to employees with reasonable notice. The policy may vary from time to time on a case-by-case basis in consultation and agreement with Union Representatives.

WICKERSLEY PARTNERSHIP TRUST.

1.   Introduction and Core Principles

Wickersley Partnership Trust is committed to maintaining a nurturing environment where all students, staff, and visitors feel valued and protected. This policy ensures that safeguarding is a "culture of vigilance," where the welfare of the child is the paramount consideration at all times—particularly during the high-risk transition of school collection.

In accordance with KCSIE 2025, we recognise that safeguarding risks have evolved to include digital harms such as misinformation, disinformation, and conspiracy theories, which can impact a child's welfare and attendance. We operate a zero-tolerance approach towards violence, aggression, or harassment towards any Trust employee.

2.   Role and Responsibilities

- Trust Board & CEO: Accountable for the strategic oversight of safeguarding across all WPT academies.
- Trust Safeguarding Manager (Primaries): Ensures consistency in policy application and rigorous annual audits.
- Designated Safeguarding Lead (DSL): Every WPT school has a named DSL and deputy to manage specific concerns and liaise with external agencies.
- All Staff: Maintain an "it could happen here" attitude and are trained annually on identifying indicators of abuse, neglect, and exploitation.

3.   Child Collection and Transition Procedures

The safety of our students during the hand-over at the end of the day is a critical safeguarding priority.

3.1   Authorised Collection

- Identification: No child will be released from Trust care unless staff are certain of the identity of the person collecting them.
- Admission Records: Parents must provide details of all designated persons authorised to collect their child at the point of admission; these records are filed and used for identification.
- Password System: A mandatory memorable password system is used. Parents must only share this password with designated collectors.
- Under-16s: Collection by individuals under the age of 16 requires prior written consent from the parent/carer.

3.2   Collector Suitability and Safety

- Substance Misuse: If staff suspect a collector is under the influence of alcohol or drugs, the child will not be released. The Headteacher or DSL will assess the situation.
- Escalation: If the collector is deemed unable to take responsibility for the child, the school will contact other named individuals on the emergency list. If no suitable person is found, Social Care (MASH) or the Police will be contacted.

4.   Late Collection and Missing Children

Punctuality is essential for child welfare and school operations.

- Initial Delay (10 minutes): Children not collected within 10 minutes are taken to the main office for safety.

WICKERSLEY PARTNERSHIP TRUST.

- Escalation (15 minutes): If contact has not been established after 15 minutes, the Headteacher or a senior staff member will telephone all other emergency contacts.
- Persistent Lateness: Chronic late collection is a safeguarding concern. Multiple incidents will result in information being shared with the Multi-Agency Safeguarding Hub (MASH) as a matter of course.
- Recording: All late collection incidents must be logged onto CPOMs (or the Trust's preferred electronic safeguarding system) to monitor patterns.

5. Parental Conflict and Relationship Breakdown

WPT academies must remain neutral and child-centric in the event of family disputes.

- Legal Orders: We cannot legally prevent a parent from collecting their child unless a specific Court Order (e.g., a Prohibited Steps Order) is in place and a copy has been provided to the school.
- Parental Concerns: If a parent expresses concern about another parent's collection rights without a court order, the school will advise the "parent of concern" of the situation and attempt to reach an amicable agreement in the child's best interests.

6. Digital Safeguarding and Attendance

- Online Safety: Staff are trained to recognise "content, contact, conduct, and commerce" risks, including new 2025 focus areas like AI-generated harms and deepfakes.
- Attendance: In line with the statutory "Working together to improve school attendance" (2024), we monitor absence as a key indicator of potential extra-familial harm or neglect.

7. Review and Quality Assurance

This policy is reviewed annually in light of new legislation (such as the Children's Wellbeing and Schools Bill 2025) and local Rotherham/South Yorkshire safeguarding partnership updates.

8. Version Control

Current Version: 1

Date	Revision (Details and Reason)	Author
Jul 2026	*First version of Policy*	*Strategic Lead*

WICKERSLEY PARTNERSHIP TRUST.

Child Collection
Policy