



Wallsend Jubilee Primary School

After school club collection policy

Governance	
Version	1
Policy Officer	David Harrison
Adoptive Date	30.6.26
Readopted Date	
Next Review date	
Statutory	

Version History Log

Version 1	Description of Change	Date/Author

1. Purpose

This policy ensures the safe and efficient collection of pupils attending the after-school club. Safeguarding remains our highest priority, in line with UK statutory guidance including Keeping Children Safe in Education (KCSIE) and Ofsted expectations.

2. Collection Times

The club operates until 5.45pm each evening (Monday-Friday). Parents/carers must collect children promptly. Late collection may result in additional charges or removal of the place.

3. Authorised Collectors

Children will only be released to named authorised adults. Parents must provide an up-to-date list and inform the school of any changes in advance. Family will provide a password for safe collection.

4. Identification Procedures

Staff may request photo identification if unsure of the adult's identity. Children will not be released if identity cannot be confirmed.

5. Daily Collection Procedure

Parents/carers must collect from the designated point. Staff will sign children out using, Arbor Comms and confirm the collector's identity with the passcode.

6. Changes to Collection Arrangements

Parents/carers must notify the school in advance of any changes. Emergency changes must be communicated directly before collection time.

7. Late Collection

Staff will attempt to contact parents/carers and authorised contacts. Persistent lateness may incur fees or result in loss of place. Safeguarding procedures will be followed if a child is not collected.

Time Scales:

If a parent/carer is late 5minutes or more there will be a standard charge of £6.00.

This includes the 4.45pm cut off and the 5.45pm cut off.

Your child's place may be revoked for three late pick-ups in any one school term.

8. Safeguarding

Children will not be released if the collector appears under the influence of alcohol or drugs. Alternative arrangements and safeguarding procedures will be followed.

9. Collection by Siblings

Collection by under 18s must be agreed in advance and is subject to risk assessment.

10. Monitoring and Review

This policy will be reviewed annually in line with safeguarding updates and Ofsted requirements.