



## Collection of children from school – Guidance

1. At the traditional end of the school day the school will release a child to any person with parental responsibility, or a person authorised by them, unless alternative arrangements have been notified to the school or the school has safeguarding concerns about sending a child home with a particular parent/person. The school will only accept alternative arrangements which have been:
  - agreed jointly by all those with parental responsibility who are known to the school and notified to the school in writing, or,
  - provided by way of a court order.

However;

2. If a person or parent with PR seeks to remove the child from school in contravention of notified alternative arrangements or at an unusual time, the following steps will be followed:
  - A member of staff will meet with the parent/person seeking to collect/remove the child and, in his/her presence, telephone the PR holder to whom the child would normally be released and explain the request. If the person to whom the child would normally be released agrees, the child may be released, and the comms log records will reflect that the permission has been granted verbally. The member of staff may have to refuse permission if agreement/consent cannot be obtained from the PR holder who usually collects the pupil or if there is a belief that a possible abduction of the child may occur or if the parent is disruptive: the police and the local authority will be notified immediately.

In the event of a dispute between PR holders the school will maintain the status quo. The school will always act in the best interests of the child.

This advice has been issued by Browne Jacobson LLP  
– Specialist Education law solicitors.