



# St Leonard's CE (A) First School

## Late/ Non collection

### **POLICY**

**Responsibility of:**  
**Full Governing Board**

Adopted by the Governing Board:  
April 2022  
Date for review: April 2024

## **Late/Non-Collection of Children Policy**

We aim to provide a safe and caring environment. In the event that a child is not collected or collection is delayed, they will be reassured in order to cause as little distress as possible.

In the event that a child is not collected by an authorised adult, we put into practice the agreed procedures, unless agreement to walk home alone has been obtained.

### **Late Collection**

- Parents of the children starting school are required to provide specific information which is recorded on the child's registration form and include information about any person who does not have legal access to the child.
- On occasions when parents or the persons authorised to collect the child are not able to do so, such as the child visiting a child's house after school or attending an after school club, they should inform the school office of the names of the person collecting their child.
- On occasions when parents are aware that they will not be at home or at their regular workplace they need to leave alternative contact details with the staff.
- In the event that the parent/carer is running late or has made alternative collection with a friend/relative they should phone the school office to advise us of those changes so that both the school and child are aware.
- If available the child will be placed into an afterschool club and the parent will be charged for the session.

### **Non-Collection**

If it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer, the school staff should take the following steps: The member of staff dealing with this type of incident will be supported by the DSL/ Headteacher or Deputy DSL in the absence of the DSL.

- Staff will attempt to phone the parents/carers that are given on the child's form.
- Staff will attempt to contact any other adults identified as emergency contacts on file.

- Staff will attempt to contact any others parents/carers who are known to the family to gather information on the child's parent's whereabouts.
- All reasonable attempts are made to contact the parents or nominated carers or emergency contacts.
- The child does not leave the premises with anyone other than those named on the registration form or an adult who the parents have informed school have permission to collect the child.
- If no one collects the child after one hour and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children.
- If available, the child will be placed into an afterschool club and the parent will be charged for the session.
- Under no circumstances are the staff to look for the parent, nor do they take the child home with them. If there has been no contact made, or no staff available on the premises, telephone the police and give the child's details i.e. name, DOB, address, names of parents/carer's and any other contact details.
  - The police are likely to complete a home visit and/or undertake basic enquiries in order to locate the child's parents/carers.
  - If the police cannot locate an appropriate adult to come for the child, they will notify social and health care via the emergency duty team, who will arrange for the child to be cared for, (possibly with foster carers).
  - The police may decide to take the police protection order (PPO) as part of this process.
  - The head teacher should discuss the incident with the parent/carer at the earliest opportunity in order to address the issue and prevent any further incidents.
  - If there are two or more such episodes within a six-week period, staff should make a referral to social and health care. We contact the local authority, social service department

### **Record keeping**

A full written report of any incident of late or non-collection of a child will be placed onto the school Myconcern safeguarding online portal.