



Uncollected Child Policy

At the end of every session (morning or afternoon), the school will ensure that all children are collected by a parent, carer or designated adult* unless the parent has specified otherwise and that the child who must be in KS2 is allowed to walk home alone.

If a parent, carer or designated adult is more than 15 minutes late collecting their child, the head teacher, a member of the pastoral team or a senior member of staff must be informed.

That member of staff will call the parent, carer or designated adult and use any other emergency contact details available to try to ascertain the cause for the delay and how long it is likely to last. Messages will always be left on any answer phones requesting an immediate reply.

While waiting to be collected the child must be supervised by a member of staff who will offer them as much support as is necessary.

If, after repeated attempts, no contact has been made with parent, carer or designated adult and the time reaches 4.15pm the head teacher/senior member of staff/ member of pastoral team will call the local Children's Services Department for advice. (01724 296500)

In the event of Children's Services being called and responsibility for the child passed to a child protection agency, the head teacher/senior member of staff /member of pastoral team will attempt to leave a further message with the parent, carer or designated adults' answer phone.

Under no circumstances will a child be taken to the home of a member of staff. Under no circumstances will a child be left in the care of another parent unless prior permission from the child's parent has been granted.

The child will remain in the care of the school until the parent collects them or designated adult, or alternatively placed in the care of the Children's Services Department.

Incidents of late collection will be recorded by the pastoral team and discussed with parents/carers at the earliest opportunity.

If parents/carers are persistently late, they will be informed that persistent late collections will result in the school making alternative arrangements including a referral to the Education Welfare Officer.

Review Date Spring 2026

* this person must be aged 18 or over to collect children from the Foundation Stage

* this person must be aged 16 or over to collect children from KS1 or KS2

The decision of a member of the SLT is required if the age of a person wishing to collect a child is in dispute.