CROSSLEY STREET PRIMARY SCHOOL

Crossley Street Primary School

Children not collected from School

June 2025

Date of Policy review: June 2028

1. Introduction

Under Section 175 of the Education Act 2002, schools and Local Education Authorities (LEAs) have a statutory duty to safeguard and promote the welfare of children. This duty includes having clear procedures for managing situations where children are not collected at the end of the school day or following any authorised extracurricular activity where the Governing Body retains responsibility for the pupils.

This policy has been developed in consultation with relevant agencies including Children's Social Care, the Police, Local Authority Education Services, and the Local Safeguarding Children Partnership (LSCP), and is tailored to the circumstances of Crossley Street Primary School.

This policy is shared with all parents/carers at the point of admission and is included in the school's safeguarding and child protection documentation.

2. Parental Responsibilities

Parents/carers are expected to:

- Ensure the school has up-to-date contact details including home, work, and mobile phone numbers.
- Provide at least two emergency contacts who can collect their child if they are unavailable.
- Inform the school as soon as possible if they anticipate being late to collect their child.

The school will regularly remind parents to update their contact details and will keep this information securely on file.

3. School Procedures for Uncollected Children

If a child is not collected at the end of the school day (as per their class finish time) or after an authorised activity, the following procedure will apply:

1. **Initial Care and Supervision**
   The child will be supervised by a member of the school staff in the main office area or a safe, designated location within school.

2. **Contacting Parents/Carers**
   The school will attempt to contact the child's parents/carers using the contact details provided. This includes calling all named contacts in priority order, at 30-minute intervals until someone is reached.

3. **After 15 Minutes**
   If a child has not been collected within 15 minutes of the end of their school day or activity, and a space is available, they will be placed in the care of the school's After School Club. If no space is available, the child will remain supervised within the main school setting until they are collected or a space becomes available in the After School Club.
   - Where more than one child from the same family (e.g. siblings) is involved, the 15-minute period will begin from the latest scheduled finish time of the children.

- Parents will be charged in line with the current After School Club rates for any time their child is supervised beyond the 15-minute collection window, regardless of whether they are placed in the After School Club or remain under school staff supervision.

4. **After 6:00pm**
   If a child remains at school after **6:00pm**, a **late collection charge of £5 per 15 minutes** (or part thereof) will apply, in addition to any standard after-school club charges. This is to cover the cost of additional staffing and premises use.

4. Safeguarding Escalation Procedure

If no contact has been made and the child has not been collected by:

- **5:00pm** for pupils who were not scheduled to attend the After School Club
- **7:00pm** for pupils attending the After School Club

…the Designated Safeguarding Lead (DSL) or Deputy DSL will be consulted. At this point, Children's Social Care may be contacted, and arrangements may be made for the child to be taken into local authority care if deemed necessary.

5. Repeated Late Collections

Persistent lateness in collecting a child may be referred to the Designated Safeguarding Lead and could result in a safeguarding referral. The school may also request a meeting with the parents/carers to discuss ongoing concerns and agree on a plan moving forward.

6. Monitoring and Review

This policy will be reviewed every three years or sooner if statutory guidance changes. The Senior Leadership Team will monitor adherence to this policy and report any safeguarding concerns to the Governing Body.