

Non Collection of Children Policy

Boarshaw Primary School



Approved by:

Jackie Harland

Date: September 2022

Last reviewed on:

Next review due by:

August 2024

Policy Aim:

To ensure that all children are collected on time. The reason for this is two-fold: firstly, children who are left behind often feel an increasing level of anxiety and distress the longer that they are unsure of where their parents are. Secondly, the impact on school of having a child left behind at the end of day has an impact on staff who are required to supervise that child, this incurs an additional staffing cost and can impact on the family life of staff members involved.

At Boarshaw Primary 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. Outlined below are the agreed procedures we will follow, if a child is not collected at the end of the school day.

This policy will apply if we have not been contacted to inform us that a child will not be collected. We appreciate that things happen and ask that you keep us informed if there are any issues that may impact on your being at school to collect your child at 3.15pm.

The late collection policy:

- School finishes at 3.15pm and children are taken into the playground by their class teacher/ teaching assistants.
- Children will remain with the class teacher until 3.25pm
- At 3.25pm children who have not been collected are taken to After School Club (parents will be charged £4 for attending After School Club).
- The office will be informed of children who have not been collected so that parents can be charged for After School Club attendance.

After School Clubs and late collection:

- Children who are repeatedly collected late from After School Clubs will have their place withdrawn.

Non Collection:

- Staff will attempt to phone the parents/ carers using details recorded in Sims.
- Staff will attempt to contact any other adults identified as being emergency contacts.
- All reasonable attempts will be made to contact parents/carers of emergency carers, if no one can be contacted the DSL or DDSL will be informed.
- If no one collected the child after 1 hour (4.30pm) and no known contacts can be contacted then the police will be contacted.
- The police are likely to undertake a home visit and/or undertake basic enquiries in order to locate the child's parents/ carers.
- If the police can not locate an appropriate adult to come for the child, they will notify social care via the emergency duty team, who will arrange for the child to be cared for, possibly with foster carers.
- The Head or Deputy Head teacher will discuss the incident with the parent/carer at the earliest opportunity in order to address the issue and prevent further incidents.
- Two or more failures to collect in a half term may result in a referral to Social Care.

After School Clubs and late collection:

- As above, All reasonable attempts will be made to contact parents/carers of emergency carers, if no one can be contacted the DSL or DDSL will be informed.
- Any child not collected by 5pm, police will be contacted.