



Bolton Safeguarding Children


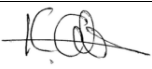


Keeping children safe in Bolton

SCHOOL SAFEGUARDING PRACTICE GUIDANCE:

LATE OR NON COLLECTION OF CHILDREN FROM SCHOOL

(Statutory School Hours)

Status	Current
Maintenance	Pupil Welfare
Approval	Pupil Welfare
Date Active	Summer Term 2026
Review Date	Summer Term 2027
Signed by	 Mrs E Hodge (Headteacher) – 05/05/2026
	 Mrs K Edern (Chair of Governors) – 05/05/2026



Taken from Safeguarding and Child Protection Policy September 2024 (SET):

LATE COLLECTION OR NON COLLECTION OF A CHILD AT THE END OF THE SCHOOL DAY

If a parent/carer does not arrive to collect a child, efforts to contact the parent/carer and all other emergency contacts will be made. If a child has a social worker social care will be contacted. If all efforts have been exhausted, where possible we will make a home visit, if this is unsuccessful then the police will be contacted. Depending on the reason for the late/non collection we will monitor the situation and if this re-occurs Early Help or a referral to the Integrated Front Door will be considered.

What is the purpose of the guidance?

This practice guidance has been written to assist the Designated Safeguarding Lead for Child Protection (DSL) in considering late collection or non-collection arrangements for children, to ensure effective safeguarding practice.

Who is it for and when should it be used?

The guidance is mainly relevant to staff working with primary aged children, although will also apply in some circumstances to older children with additional needs.

Late Collection

Parents and carers share in the responsibility to work with staff to ensure their children are safe and in the care of a responsible adult. It must be made clear to parents/carers that the school must be notified immediately if it becomes apparent that the person collecting the child may be late. Devonshire Road Primary School has clear internal procedures for late collection, which all staff (including those in charge of after school activities) are familiar with, to ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child.

These procedures are:

*If a child is not collected by 3:30pm they will initially be taken to the school office:

- The office team will attempt to contact the parents/carers at home/work/mobile phone.
- If parents/carers cannot be contacted, telephone other emergency contacts
- If a child is collected more than 10 minutes after the end of the school day or activity, parents/carers are required to provide a reason for late collection. If late collection is becoming a frequent occurrence, then school will start to log the date, time and reason and ask the parent/carer to sign on collection.
- If a child has not be collected by on time, they will be handed over to the care of the After School Club. Parents/carers will then be charged for the session as per the pricing of the After School Club. Likewise, if a child remains on the premises 15 minutes after their extra-curricular club has ended, they will be handed to the care of the after school club and the parent/carer will be charged.
- Where a child is collected more than 45 minutes late, a log will be made in the child's safeguarding notes and the parents/carer will be contacted by a member of SLT.

Charges for late collection:

- 3:40 – 3:50pm £2.00
- After 3:50pm £6.00
- After 5:00pm £10.00
- After School Club closes at 5:45pm, safeguarding procedures will be followed for any child not collected by this time.

If a parent/carer wishes for their child to be collected by somebody who does not have parental responsibility (including siblings, if appropriate and in line with school policy), whether this is a regular or pre-planned arrangement, the parent/carer must put this in writing (an email/text is acceptable). **Siblings collecting younger children must be at least 14 years old. Parents/carers must have the confidence that they are capable of adequately looking after the younger child's needs.** In the event of alternative arrangements being made in an emergency, the child's parent/carer must give verbal consent for an agreed person

to take the child home. This must be recorded and it is good practice to write to the parent/carer to confirm that this arrangement was made at their request and with their consent.

Concerns about the child's safety and welfare associated with late collection should be dealt with in accordance with the school's Safeguarding & Child Protection policy and procedures, the Bolton's Safeguarding Children Board – Framework for Action local practice guidance.

Non collection

Parents should be informed that in the event that their child is not collected from the setting by an authorised adult and no contact has been established with the parents/carers within forty five minutes to one hour of the usual collection time, the school will follow their child protection procedures as outlined in their Child Protection and Safeguarding Policy. A safeguarding referral to Children's Services may be considered if non collection is persistently without a reasonable explanation.

The DSL should keep detailed, timed records of the action taken and calls made and under no circumstances should staff go to look for the parent/carer or take the child home with them.

Good practice would also be for a letter to be sent to the parent/carer notifying them of the arrangements put into place for their child and to invite them in for a discussion about their individual circumstances. Once the situation has been resolved it is important to establish how and why the circumstance arose and to ascertain whether there is anything that the school could reasonably do to avoid a recurrence of this situation. It may be necessary to discuss with the parent steps that they could take to avoid recurrence e.g. ensuring that the school has current contact details etc. It will also be necessary to review the procedures used to ensure that they worked smoothly and if necessary to amend for future incidents.

Children Walking Home Alone

The NSPCC does not set a fixed legal age for when a child can walk home from school alone, emphasizing that it's a parental judgment based on the child's maturity and the safety of the route. At Devonshire Road Primary, we allow children in year 5 and year 6 to walk to and from school without a supervising adult if their parents/carers feel that they are ready. Parents/carers **must** provide written consent to the school before this can happen.

The NSPCC suggests that parents/carers consider the following questions before allowing their children this freedom and responsibility:

- **Have you spoken to your child about how to keep safe on their journey home?**
- **Will the child/children be left alone in the house when they get home?** *The NSPCC recommends that children under the age of 12 are rarely mature enough to be left home alone for long periods, and babies and young children should never be.*
- **Is the child happy with the arrangements?**
- **Do the children know what to do if they experience a problem (including being approached by unknown adults)?**

For further information, please refer to this NSPCC guidance:

[Leaving Your Child Home Alone - Advice | NSPCC](#)

[Keeping children safe at school | NSPCC](#)