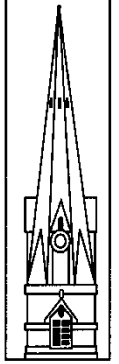




*Higher Walton C.E. Primary
School*



Late and Non- collection of Children Policy

Last reviewed: February 2025
Next review: February 2026

“Life in all its fullness” (John 10 v 10).

Our Late Collection policy is based upon our **school core Christian values of friendship and forgiveness, courage and creativity, respect and responsibility, trust and tenacity** along with wider Christian values of love, peace, reconciliation and justice.

MISSION STATEMENT

Higher Walton CE Primary School aims to celebrate everyone’s uniqueness, enabling our children to flourish and reach their true potential. We do this in a caring, supportive and stimulating environment, so that everyone has the very best opportunity to manifest, “Life in all its fullness” (John 10 v 10).

VISION

Our school vision is “Life in all its fullness” (John 10 v 10). Within this school each child is considered as a unique child of God. All members of our school family are welcomed into a safe and secure Christian environment where they are valued, included and accepted. Our Christian ethos promotes self-worth, self-respect and trust, so that everyone develops the confidence to ask questions, talk through problems and explore values and beliefs leading to responsible behaviour and citizenship.

Late and Non-Collection of Children Policy

At Higher Walton CE England Primary School, we are dedicated to fostering a safe and nurturing environment where every pupil feels valued and secure.

In the event that a pupil is not collected on time or if there is a delay in collection, we will ensure they are reassured and supported to minimise any distress.

If a pupil is not collected by an authorised adult, we will follow our established procedures to ensure their safety, unless prior arrangements have been made for them to walk home alone.

Our commitment to care and respect for each individual is at the heart of our practice, reflecting our core values.

Collections

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 by 3.00pm on that day.

When parents are aware that they will not be residing at their normal home address or attending their regular workplace, they need to inform school and leave alternative contact details with the office staff.

Late Collection

One off late collections

In the event that the parent/carer is running late or has made alternative collection with a friend/relative they should contact the school office by 3.00pm on the day to advise us of the late collection, so that both the school and child are aware. The child will remain supervised until collection.

Repeated late collections

In the event of repeated late collections without notifying school (if there are two or more such episodes within a six-week period) the child will be placed into afterschool club until parent/carers arrive. The parent/carer will be charged for the session. School will make contact with the family to discuss concerns and offer support where possible and if necessary a referral to social services and/or health care will be made.

Late collection from after school club

Parents and carers must adhere to their chosen finishing times. Parents should contact Out of School Club on 01772 335945 if due to unforeseen circumstances, they will be late collecting their child/children.

Late collection of children will incur a charge of £5 per child for each 15 minute block over the pre-arranged collection time.

Non-Collection at the end of the school day or after school club

If it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer at the end of the school day, the school staff should take the following steps:

- Staff will attempt to phone the parents/carers that are given on the child's file.

- 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.
- The child will be placed into an afterschool club and the parent will be charged for the session (see one off and repeated late collections) this does not mean that the child has a place in this club from that point onwards.
- 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.