



HILLSBOROUGH
NURSERY & PRIMARY SCHOOL

Non-Collection of Children Policy

Author:	-
Committee:	-
Last Review/Update:	-
Level of Change:	-
Next Review:	-

Believe. Belong. Become.



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NURSERY & PRIMARY SCHOOL



Non-Collection of Children Policy

Purpose

To ensure the safety and well-being of children if they are not collected by an authorised adult at the end of the school or nursery day.

This policy also reassures parents that their children will be properly cared for.

Information Gathering

Parents provide essential information on the registration form:

- Home address and telephone number (or alternative contact). **At least 2 contacts per pupil**
- Place of work, address, and telephone number (if applicable)
- Mobile number
- Names and contact details of adults authorised to collect the child
- Who holds parental responsibility
- Any person with restricted access

Parents are required to inform the school **at the earliest possible convenience** if they are delayed so staff can provide appropriate care for the child.

It is parents' responsibility to update school with any changes to their essential information.

Each child's information log must hold the names and contact details of **at least two adults** authorised to collect the child and who can be contacted in an emergency.

Procedure for Non-Collection

1. Check with the admin team for any changes to normal collection routines.
2. Child will be taken to the 'lates' room, where a member of staff will be waiting to greet the children.
3. The office will contact **Priority 1** contacts at home, mobile, or work.

4. If unsuccessful, contact other adults authorised to collect the child.
 5. Staff will make all reasonable attempts to locate the parent/carer.
 6. The child remains on the school/nursery site under the care of school until collected.
 - They may be placed in the school-run after school club after **3:30pm**, which would lead to a charge for parents/carers.
 7. Children are only released to authorised adults.
 8. A full written report of the incident is recorded on **CPOMS**.
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Contacting Social Care

If no one can be contacted by **5:00 pm**, the DSL will contact the Sheffield Safeguarding Hub (Children's Social Care):

- **Local Authority Social Care: 0114 273 4855**

The child will remain on school premises until safely collected by:

- parents/carers, **or**
 - a social worker, **or**
 - a police officer.
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