

## Non-Collection of Children Policy

### 1. Introduction

The school is committed to safeguarding and promoting the welfare of all pupils. In circumstances where a child is not collected by an authorised adult at the end of the school day, the school will follow agreed procedures to ensure the child's safety and wellbeing. These procedures ensure that the child is cared for by qualified, familiar staff until they can be safely collected.

### 2. Aim

If a child is not collected on time, staff will ensure that the child receives high-quality care and reassurance. Parents and carers are aware of the procedures so they can be confident that their child is safe if they are unavoidably delayed. All actions are taken in line with safeguarding requirements.

### 3. Information Required From Parents/Carers

When a child starts school, parents/carers must provide home and mobile telephone numbers, workplace contact information, and details of at least one emergency contact such as a trusted relative or childminder. Parents must notify the school of changes, alternative collectors, and provide written permission for Key Stage 2 children walking home alone.

### 4. Charges for Late Collection

The school takes a persistent lateness in collecting a child very seriously and it will be escalated to the safeguarding team. Parents/carers responsible will be required to attend a meeting at the school, in extreme cases it may be escalated to Children's Services as it could be considered as abandonment or neglect of the child, although we understand that occasionally delays are unavoidable. The late collection policy will operate to the following timetable from the end of the school day:

- School finishes at 3.15pm.
- Teachers will remain in the playground/classrooms until 3.25pm.
- At 3.25pm children will be taken to the office for collection, teachers will remain with the children until 3.30pm.
- At 3.30pm, **15 minutes after the time children should be collected**, children not picked up will be taken to the after-school club in the school hall to be supervised by paid staff and a charge will be payable for each child in accordance with current applicable charging (April 2026, £11).

- This **full amount** will be charged to the child's parent pay account to be paid by parent or carer regardless of the time the child is collected. This could be 10 minutes or the full session.

This will also be the procedure even if parents phone the school to say they are running late but children are still not collected by 3.30pm. (Except in proven emergency situations)

## 5. Procedure for Non-Collection

If a child is not collected at the end of the school day, the school will attempt to contact parents and authorised adults. The child will remain supervised by two DBS-checked staff members. If no contact is made within one hour, the school safeguarding team will become involved and Barking and Dagenham Children's Services will be informed. Staff will not take children home or leave the premises. A written report will be logged.