

# Late Collection of Children Policy



Policy Document Status			
<b>Date of Policy Creation</b>	14 November 2023	<b>Chair of Governors</b>	Gill Stubbs
<b>Adoption of policy by Governing Board</b>	13 December 2023	<b>Executive Headteacher</b>	Denise Garner
<b>Inception of new Policy</b>	14 December 2023	<b>Governor/Staff Member Responsibility</b>	Sara Griffiths
<b>Date of policy review</b>	September 2025	<b>Day Care Manager</b>	Shelley Thursfield

The Federation has a duty to safeguard and promote the welfare of all children as per the Keeping Children Safe in Education statutory guidance.

### **Late Collection of a Child**

In the event of late or non-collection of a child by an authorised adult the main concern of the staff will be for the safety and welfare of the child. The school will put into practice agreed procedures to ensure that the child receives a high standard of care to cause as little distress as possible. An authorised adult will be a parent, friend or relative that has been appointed by the child's parent or guardian.

### **Requirements of Parents**

- Parents of all children are asked to provide specific contact information for school/nursery records.
- It is important that if there are any changes, parents inform the school/nursery so that records can be updated, and the most current details are held.
- Information about any person who does not have legal access to the child must also be given.
- If parents are aware that they will not be at home or in their usual place of work, they should inform the school/nursery of how they can be contacted.
- If parents or the persons normally authorised to collect the child are not able to collect the child, they must provide the school/nursery with written details of the name, address and telephone number of the person who will be collecting their child.
- The school/nursery will agree with parents how to verify the identity of the person who is to collect their child.
- If parents cannot collect their child as planned, they must inform the school/nursery as soon as possible.

### **Procedure for Uncollected Children**

The school expects children to be picked up promptly at the end of the school/nursery day, or at the end of any after school activities. If this does not occur, the school will:

- Assume an emergency has caused the delay and will instigate child protection procedures, unless parents make contact to let the school know they will be delayed.
- Children who remain uncollected an hour after the end of the day and the school/nursery has exhausted all efforts in contacting the parents/guardians and emergency contact numbers, the school is legally required to contact *Family Connect*.
- Following this a call will be made to the police to help us to locate parents.
- Our policy and procedures for Child Protection & Safeguarding will be followed by a Designated Safeguarding Lead and the incident will be recorded.