



ST.MARY'S RC
PRIMARY SCHOOL

WE PRAY, PLAY & RESPECT ALL

NON-COLLECTION OF CHILDREN POLICY

OVERVIEW

If a child is not collected from school at the end of the normal school day, staff will respond sensitively and consistently to ensure the safety and welfare of that child.

INTENT

1. To keep uncollected children safe.
2. To ensure that any uncollected child is cared for and that provision for their welfare and safety is given priority.
3. To do all that is reasonably possible to ensure that the child is collected promptly by their parent/carer or another adult authorised to collect them.
4. To take effective action to ensure the safety, care and welfare of the child where collection arrangements cannot be made.

IMPLEMENTATION

1. The school will ensure that up-to-date contact and emergency contact information is obtained from parents/carers and will ask families to notify the school promptly of any changes.
2. Parents/carers will be informed that this procedure will be followed if a child is not collected by the appropriate closing time.
3. If a child is not collected within ten minutes of the end of the school day, reasonable attempts will be made to contact parents/carers and emergency contacts. The child will be cared for in After-School Club until collected.
4. A child will only leave with a parent/carer or another adult authorised to collect the child. Normal school arrangements for confirming changes to collection arrangements will apply.
5. If reasonable attempts to contact parents/carers and emergency contacts are unsuccessful, staff will consider the child's circumstances and any safeguarding concerns. Advice will be sought from the Designated Safeguarding Lead (DSL) and, where appropriate, from Rochdale's Early Help and Safeguarding Hub (EHASH). The Police will be contacted where there is an immediate safety concern, where their assistance is required, or where advised as part of the safeguarding response.
6. The child will remain appropriately supervised and cared for until safe collection or until responsibility is transferred to an appropriate statutory service where necessary.
7. Members of staff must not take an uncollected child home with them.
8. The incident and outcome will be recorded appropriately. Where there is a safeguarding concern, the information will also be recorded on the school's safeguarding recording system and brought to the attention of the DSL.
9. Repeated, unexplained or otherwise concerning incidents of late or non-collection will be considered by the DSL as a possible safeguarding or welfare concern and appropriate action will be taken.
10. For children in the Early Years Foundation Stage, the school will comply with the safeguarding and welfare requirements of the current statutory framework for the EYFS.
11. If a child is not collected at the agreed time following a school trip or other off-site activity, the same principles and safeguarding escalation arrangements in this policy will apply.
12. If a child attending After-School Club is not collected by the club's closing time, parents/carers and emergency contacts will be contacted and, if no response, the police will be contacted.
13. Where an uncollected child is cared for in After-School Club, charges will be made in accordance with the school's current After-School Club charging arrangements, unless the school determines that exceptional circumstances apply.

IMPACT

Any child who is not collected from school at the expected time will be kept safe and appropriately cared for until the situation is successfully resolved.

Revised and adopted by the Governing Body

Date: September 2026

Review Date: September 2029